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1990

Jan. 19 - Feb. 16, 1990

URBAN/MUNICIPAL

AGENDAS/MINUTES OF THE
MEETINGS OF THE HAMILTON
ENTERTAINMENT AND
CONVENTION FACILITIES



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Hamilton
Entertainment
and Convention
Facilities Inc.

101 York Boulevard
Hamilton, Ontario
Canada L8R 3L4
Tel. 416/527-7900

**HAMILTON ENTERTAINMENT AND
CONVENTION FACILITIES INC.**

ANNUAL MEETING OF THE BOARD OF DIRECTORS

**Friday, January 19, 1990
8:00 A.M.
HAMILTON CONVENTION CENTRE
Room 314**

ANNUAL MEETING AGENDA

1. **Minutes of Annual Meeting January 13, 1989** Attachment 1.
 - 1.1 Errors or Omissions
 - 1.2 Motion to Approve
2. **Confirmation of Proceedings** Attachment 2
3. **Reappointment of HECFI Board/
City of Hamilton Auditors** Attachment 3

Pannell, Kerr, McGillivray
4. **Adjournment**

January 15, 1990
Patricia Bennett
Secretary to the Board of Directors

1. Minutes of Annual Meeting January 13, 1989

HAMILTON ENTERTAINMENT AND
CONVENTION FACILITIES INC.

ANNUAL MEETING OF THE BOARD OF DIRECTORS

Friday, January 13, 1989

8:00 A.M.

Hamilton Convention Centre
Room 314

PRESENT:

Mayor Robert Morrow
Alderman J. Gallagher
Alderman T. Murray
Alderman T. Jackson
Alderman W. McCulloch
Alderman H. Merling
Alderman D. Agostino
Mr. T. Casey
Mr. W. McFarland
Mr. N. Levitt
Mrs. M. Dow
Mr. F. DeNardis
Mr. W. Tidball
Mr. G. Kwiatowski
Mr. P. Cowell
Ms. A. VanDuzer

ALSO PRESENT:

Mr. B. Conacher
Mr. T. Burrows
Mr. J. Crane
Mr. S. Dockman

REGRETS:

Alderman D. Drury

Appointment of Acting Interim Chairman (8:25 A.M.)

MOVED by Alderman Agostino, seconded by Mr. McFarland that

ALDERMAN MURRAY BE APPOINTED AS ACTING INTERIM CHAIRMAN.

MOTION CARRIED.

1. Minutes of Annual Meeting January 15, 1988

MOVED by Alderman Gallagher, seconded by Mr. Levitt that

THE MINUTES OF THE ANNUAL MEETING JANUARY 15, 1988 BE APPROVED.

MOTION CARRIED.

2. Confirmation of Proceedings

MOVED by Mr. Tidball, seconded by Mr. McFarland that

THAT ALL ACTS, PROCEEDINGS, CONTRACTS, BY-LAWS, APPOINTMENTS, ELECTIONS AND PAYMENTS, ENACTED, MADE, DONE AND UNDERTAKEN BY THE DIRECTORS AND OFFICERS OF THE HAMILTON ENTERTAINMENT AND CONVENTION FACILITIES INC. SINCE THE LAST ANNUAL GENERAL MEETING OF MEMBERS AS RECORDED IN THE MINUTES OF MEETINGS OF DIRECTORS OR MEMBERS OR ON THE BOOKS OR RECORDS OF THE HAMILTON ENTERTAINMENT AND CONVENTION FACILITIES INC. BE APPROVED, RATIFIED AND CONFIRMED.

MOTION CARRIED.

3. Reappointment of HECFI Board/City of Hamilton Auditors

MOVED by Mr. DeNardis, seconded by Mrs. Dow that

THE FIRM OF PANNELL, KERR, MACGILLIVRAY BE APPOINTED AS AUDITORS OF THE HAMILTON ENTERTAINMENT AND CONVENTION FACILITIES INC. UNTIL THE NEXT ANNUAL MEETING OF THE MEMBERS OR UNTIL THEIR SUCCESSORS ARE APPOINTED.

MOTION CARRIED.

4. Amendment to HECFI ByLaws

MOVED by Mr. Tidball, seconded by Mr. Casey that

BY-LAW NO. 2 BEING A BY-LAW AMENDING SPECIAL BY-LAW NO. 1 WITH RESPECT TO COMMITTEES OF THE BOARD OF DIRECTORS; THE COMPOSITION OF THE BOARD OF DIRECTORS; AND THE QUORUM FOR THE TRANSACTION OF BUSINESS AT MEETINGS OF THE BOARD OF DIRECTORS AND ANNUAL MEETINGS OF THE MEMBERS BE APPROVED.

MOTION CARRIED.

5. Adjournment

MOVED by Mr. DeNardis, seconded by Alderman Jackson that

THE ANNUAL MEETING ADJOURN AT 8:29 A.M.

MOTION CARRIED.

TAKEN AS READ AND APPROVED

Alderman T. Murray
Acting Interim Chairman

Patricia Bennett
Secretary

Hotel main in the morning, 1947
Hotel main in the morning, 1947
Hotel main in the morning, 1947

4. Amendment to Hotel main
The main in the morning, 1947
The main in the morning, 1947
The main in the morning, 1947

5. Amendment to Hotel main
The main in the morning, 1947
The main in the morning, 1947
The main in the morning, 1947

6. Amendment to Hotel main
The main in the morning, 1947
The main in the morning, 1947
The main in the morning, 1947

7. Amendment to Hotel main
The main in the morning, 1947
The main in the morning, 1947
The main in the morning, 1947

8. Amendment to Hotel main
The main in the morning, 1947
The main in the morning, 1947
The main in the morning, 1947

2. Confirmation of Proceedings

Proposed Motion:

THAT ALL ACTS, PROCEEDINGS, CONTRACTS, BY-LAWS, APPOINTMENTS, ELECTIONS AND PAYMENTS, ENACTED, MADE, DONE AND UNDERTAKEN BY THE DIRECTORS AND OFFICERS OF THE HAMILTON ENTERTAINMENT AND CONVENTION FACILITIES INC. SINCE THE LAST ANNUAL GENERAL MEETING OF MEMBERS AS RECORDED IN THE MINUTES OF MEETINGS OF DIRECTORS OR MEMBERS OR ON THE BOOKS OR RECORDS OF THE HAMILTON ENTERTAINMENT AND CONVENTION FACILITIES INC. BE APPROVED, RATIFIED AND CONFIRMED.

3. Reappointment of HECFI Board /
City of Hamilton Auditors

Pannell, Kerr, MacGillivray

It should be noted that Pannell, Kerr, MacGillivray have been reappointed as the auditors for The Corporation of The City of Hamilton.

Proposed Motion:

THAT THE FIRM OF PANNELL, KERR, MACGILLIVRAY BE APPOINTED AS AUDITORS OF THE HAMILTON ENTERTAINMENT AND CONVENTION FACILITIES INC. UNTIL THE NEXT ANNUAL MEETING OF THE MEMBERS OR UNTIL THEIR SUCCESSORS ARE APPOINTED.



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**HAMILTON ENTERTAINMENT AND
CONVENTION FACILITIES INC.**

REGULAR MEETING OF THE BOARD OF DIRECTORS

**Friday, January 19, 1990
HAMILTON CONVENTION CENTRE
Room 314**

REGULAR AGENDA

1. **Election of Officers - 1990** Attachment 1
2. **Appointment of 1990 Committee Membership
and Election of Committee Officers** Attachment 2
3. **Correspondence**
4. **Minutes of December 15, 1989** Attachment 4
 - 4.1 Errors or Omission
 - 4.2 Motion to Approve
5. **Business Arising From the Minutes**
6. **Committee Reports/Minutes**

Note: There were no Committee meetings in December.
January Committee reports will be presented
to the Board of Directors at the February Board
meeting.

7. New Business

- 7.1 **HECFI Short and Long Term Plan Suggestions :**
Mary Dow Attachment 7.1
 - Newsletter - Schedule of Events
 - Hamilton Place Dining
 - Shopping Concourse, Dining Area -
Copps Coliseum
- 7.2 **Women of the Year Banquet** Attachment 7.2
- 7.3 **CYO Celebrity Dinner March 1, 1990** Circulated at
Meeting
- 7.4 **HECFI Budget Workshop** Attachment 7.4

Regular Agenda
January 19, 1990

8. **Other Business**

9. **Date of Next Meeting**

Friday, February ¹⁶~~17~~, 1990
8:00 A.M.
Hamilton Convention Centre
Room 314

10. **Adjournment**

January 15, 1990
Patricia Bennett
Secretary to the Board of Directors

1. **Election of Officers - 1990**

Note: Attached is an excerpt from the HECFI By-laws pertaining to the election of Officers.

SECTION FIVE

OFFICERS

5.01 **Election of Chairman, First Vice-Chairman and Second Vice-Chairman.** The Directors shall, at the meeting of the Board held immediately subsequent to the Annual Meeting of the Members, elect annually a Chairman, a First Vice-Chairman and a Second Vice-Chairman from amongst themselves.

The First Vice-Chairman shall act in place and stead of the Chairman when the Chairman is absent. The Second Vice-Chairman shall act in place and stead of the Chairman when both the Chairman and First Vice-Chairman are absent. At least one of the Chairman or First Vice-Chairman or Second Vice-Chairman shall be a Member of Council and at least one of them shall not be a Member of Council. The Chairman, First Vice-Chairman and Second Vice-Chairman are eligible for re-election.

At the first meeting of the Board of Directors immediately subsequent to the Annual Meeting of the Members the outgoing Chairman shall invite nominations for a new slate of officers of the new year. After nominations have been invited from the floor and nominations have been declared closed, the Officers of the Corporation shall be elected or acclaimed. Upon request by any Director of the Board, the balloting for such elections shall be by secret ballot. Upon completion of the elections the newly elected Chairman shall then assume the Chair and proceed with the business of the meeting.

2. Appointment of 1990 Committee Membership and Election of Committee Officers

Note: Attached is an excerpt from the HECFI By-laws pertaining to Committee Membership.



HAMILTON ENTERTAINMENT AND CONVENTION FACILITIES INC.

BY-LAW NO. 2

BEING a By-law amending Special By-Law No. 1 with respect to Committees of the Board of Directors; the composition of the Board of Directors; and the Quorum for the transaction of business at meetings of the Board of Directors and Annual Meetings of the Members.

WHEREAS the Board of Directors of Hamilton Entertainment and Convention Facilities Inc. deem it expedient that a by-law should be passed for the purposes hereinafter set forth.

NOW THEREFORE BE IT ENACTED and it is hereby enacted as a by-law of Hamilton Entertainment and Convention Facilities Inc. as follows:

Committees of the Board

1. Paragraph 4.01 of Special By-law No. 1 is hereby repealed, and the following is substituted therefore:

4.01 Committees of the Board. The Board shall appoint a Standing Committee for each of:

- (i) The Theatre-Auditorium ("Hamilton Place Theatre Committee");
- (ii) The Convention Centre ("Hamilton Convention Centre Committee");
- (iii) The Trade Centre-Arena ("Copps Coliseum Committee").

In addition to the aforesaid standing committees, the Board shall establish an Executive Committee.

2. Paragraph 4.02 of Special By-law No. 1 is hereby repealed and the following is substituted therefore:

4.02 Committee Membership. Each of the Standing Committees referred to in subparagraphs 4.01 (i), (ii) and (iii) shall be comprised of not less than seven (7) members of the Board, including the Mayor, the Chairman of the Board and at least one Member of Council.

HAMILTON ENTERTAINMENT AND CONVENTION FACILITIES INC.
BY-LAW NO. 2

The Executive Committee shall be comprised of not less than seven (7) Members of the Board including the Mayor, the Chairman of the Board, the Chairman of each of the Standing Committees referred to in subparagraphs 4.01 (i), (ii) and (iii) and at least two (2) other Members of the Board, at least one of whom shall be a Member of Council.

All Committee Members shall be appointed annually by the Board at its meeting held immediately subsequent to the Annual Meeting.

Committees shall be authorized to appoint their own officers, i.e. Chairman, Vice-Chairman.

PLEASE NOTE:

The following motion was carried at the February 12, 1988 Meeting of the Board:

THE CHAIRMAN OF THE BOARD SHALL BE THE CHAIRMAN OF THE EXECUTIVE COMMITTEE.

4. Minutes of December 15, 1989

HAMILTON ENTERTAINMENT AND
CONVENTION FACILITIES INC.

REGULAR MEETING OF THE BOARD OF DIRECTORS

Friday, December 15, 1989
8:00 A.M.
Hamilton Place
Room 1

REGULAR MINUTES

PRESENT: Alderman J. Gallagher, Chairman
Mr. W. McFarland, First Vice-
Chairman
Alderman D. Agostino, Second Vice-
Chairman
Mayor R. Morrow
Alderman T. Murray
Alderman W. McCulloch
Alderman H. Merling
Alderman T. Jackson
Mr. N. Levitt
Mrs. M. Dow
Mr. F. DeNardis
Mr. G. Kwiatowski
Mr. W. Tidball
Ms. A. VanDuzer

ALSO PRESENT: Mr. G. Macaluso
Mr. J. Crane
Mr. S. Dockman
Mr. J. Leuser
Mr. R. DiFilippo
Mr. D. Watkins
Ms. P. Bennett

REGRETS: Alderman D. Drury
Mr. P. Cowell

MEDIA: Mr. E. McGuinness, The Spectator

1. Chairman's Remarks

Alderman Gallagher opened the Regular Session with instructions to staff that confidentiality be maintained in respect of the names of the applicants for the position of Marketing and Sales Director.

Mr. McFarland took the Chair at 9:39 a.m.

2. Correspondence

MOVED by Mayor Morrow, seconded by Mrs. Dow that

CORRESPONDENCE INCLUDING A NOVEMBER 16TH LETTER FROM MR. G. WHALING, CORPORATE PLANNERS, AND A NOVEMBER 28TH LETTER FROM MR. J. F. EVANS BE RECEIVED FOR INFORMATION.

MOTION CARRIED.

3. Minutes of November 17, 1989

MOVED by Mayor Morrow, seconded by Mr. DeNardis that

THE MINUTES OF THE NOVEMBER 17, 1989 REGULAR SESSION BE APPROVED.

MOTION CARRIED.

4. Business Arising From the Minutes

Nil

5. Committee Reports\Minutes

5.1 Executive Committee Twelfth Report

MOVED by Alderman Murray, seconded by Mr. DeNardis that

THE EXECUTIVE COMMITTEE TWELFTH REPORT BE APPROVED AND THE FOLLOWING RECOMMENDATIONS ENDORSED:

THAT THE BASIC BUILDING FEE OF \$6,500. PER DAY AND EVENT CHARGES NOT TO EXCEED \$3,000. FOR THE USE OF COPPS COLISEUM BY THE CITY OF HAMILTON FOR A "HAMILTON TIGER CAT RALLY", TUESDAY, NOVEMBER 28, 1989 BE FINANCED BY THE HECFI SPECIAL EVENTS SUBSIDY.

THAT THE RENTAL FEE OF APPROXIMATELY \$10,800. FOR THE CANADIAN COUNTRY MUSIC ASSOCIATION AWARD WINNERS BEING HELD ON MARCH 16, 1990 BE FINANCED FROM THE SPECIAL EVENTS SUBSIDY FUND; and

THAT THE NAMES HAMILTON, HAMILTON PLACE AND CANADA BE PROMOTED WHERE POSSIBLE SO HAMILTON MAY RECEIVE MAXIMUM EXPOSURE.

THAT APPROVAL BE GIVEN TO TENDER FOR THE SUPPLY AND INSTALLATION OF KAWNEER INSTITUTIONAL "240" SERIES DOORS WITH SERIES 3000 STYLING ACCENTS FOR THE SUMMERS LANE ENTRANCE TO THE HAMILTON CONVENTION CENTRE; and

THAT THE COST OF THE INSTALLATION OF THE DOORS AT THE HAMILTON CONVENTION CENTRE IS NOT TO EXCEED \$25,000.

Note: Mr. Levitt requested management's assurance that installation of new doors would solve the problems currently being encountered at the Convention Centre. The CEO advised that the Manager of Operations has been instructed to ensure that weather proofing is included in the tender documents.

- (A) THAT EFFECTIVE MARCH 1, 1990 THE OVERALL STAFFING FOR THE FINANCE AND ADMINISTRATION DEPARTMENT BE REDUCED BY ONE POSITION.
- (B) THAT THIS REDUCTION TO THE STAFFING COMPLEMENT BE DONE IN CONJUNCTION WITH THE FOLLOWING TWO RECLASSIFICATIONS WHICH ARE REQUIRED IN ORDER TO REALIGN RESPONSIBILITIES IN THE DEPARTMENT:

- (i) THAT MS. KIM TURNER BE RECLASSIFIED FROM THE POSITION OF JUNIOR ACCOUNTING CLERK TO THE POSITION OF SENIOR ACCOUNTING CLERK WHICH IS IN SALARY PAY GRADE 11 (\$26,848.64 TO \$31,573.36).
- (ii) THAT MR. RON WILSON BE RECLASSIFIED FROM THE POSITION OF FINANCE OFFICER TO THE POSITION OF SENIOR FINANCE OFFICER WHICH IS IN SALARY PAY GRADE 13 (\$32,149.52 TO \$37,911.12).

THAT APPROVAL BE GIVEN TO INCREASE SERVICE FEES CHARGED THE PUBLIC ON TICKETS ORDERED EITHER BY PHONE OR MAIL EFFECTIVE JANUARY 1, 1990, AS FOLLOWS:

- (i) ON TELEPHONE ORDERS - \$1.75 PER TICKET (PRESENTLY \$1.50 PER TICKET);
- (ii) ON MAIL ORDERS - \$2.50 PER ORDER OF TICKETS (PRESENTLY \$2.00 PER ORDER).

THAT EFFECTIVE JANUARY 1, 1990 HECFI ADOPT THE CITY'S PER DIEM RATE OF \$65.00 FOR AUTHORIZED REPRESENTATIVES WHILE ATTENDING CONFERENCES, CONVENTIONS OR WHILE TRAVELLING ON HECFI BUSINESS. FOR TRAVEL OUTSIDE OF CANADA, A RATE OF \$65.00 U.S. FUNDS WILL APPLY; and

THAT THE DIRECTOR OF FINANCE AND ADMINISTRATION BE AUTHORIZED TO INCREASE THE ABOVE RATE ANNUALLY AT JANUARY 1ST BY THE SAME INCREASE SET BY THE CITY OF HAMILTON.

THAT ITEM 1 OF THE HAMILTON PLACE COMMITTEE TENTH REPORT OF NOVEMBER 23, 1989 BE AMENDED TO READ AS FOLLOWS:

THAT DAVID DAYLER BE PERMITTED TO CONDUCT A CHILDREN'S THEATRE WORKSHOP IN HAMILTON PLACE;

THAT HAMILTON PLACE NOT BE FINANCIALLY INVOLVED IN THIS PROJECT OTHER THAN THAT SPACE BE PROVIDED; and

THAT HECFI BE RECOGNIZED AND IDENTIFIED AS A
SPONSOR FOR THE CHILDREN'S THEATRE WORKSHOP AT
HAMILTON PLACE THEATRE.

MOTION CARRIED.

The following items were received for information:

- (i) Marketing Services Report for November;
- (ii) Consolidated Unaudited Operating Results for the Ten Month Period Ended October 31, 1989 for HECFI and CUP;
- (iii) The Special Events Subsidy Fund Application for the Lech Walesa reception was referred to the next Executive Committee meeting; management was requested to prepare an explanation in respect of the invoice charges by Volume Services Inc.;
- (iv) Correspondence in respect of Festitalia, 1989 commending HECFI and staff for their contribution and assistance during Festitalia 1989;
- (v) Correspondence from the Commissioner of Human Resources in respect of the HECFI Compensation and Job Evaluation Study;
- (vi) The Committee Secretary was instructed to forward a letter to the CAO in respect of parking enforcement around HECFI properties;
- (vii) The CEO proposed that Security tenders include Hamilton Place and that Hamilton Place receive the same services at the same contracted cost;
- (viii) Reports from the Copps Coliseum Committee; Hamilton Place Committee and Hamilton Convention Centre Committee.

5.1.1 Executive Committee Minutes of November 8, 1989

MOVED by Alderman Murray, seconded by Mr. DeNardis that

THE EXECUTIVE COMMITTEE MINUTES OF NOVEMBER 8, 1989
BE RECEIVED.

MOTION CARRIED.

5.2 Copps Coliseum Committee Tenth Report

MOVED by Alderman Murray, seconded by Mr. Tidball
that

THAT THE COPPS COLISEUM COMMITTEE TENTH REPORT BE
APPROVED AND THE FOLLOWING RECOMMENDATION ENDORSED:

THAT THE HOLDBACK MONIES RETAINED TO DATE BY THE
CORPORATION OF THE CITY OF HAMILTON, TREASURY
DEPARTMENT, IN THE TOTAL AMOUNT OF \$30,289.20
BE RELEASED TO THE CONTRACTOR, NAMELY HONEYWELL
LIMITED, SUBJECT TO A LIEN SEARCH BEING
CONDUCTED BY THE CITY SOLICITOR'S DEPARTMENT AND
APPROVAL OF THE TREASURY DEPARTMENT.

THAT THE TENDER SUBMITTED BY BARNES SECURITY
SERVICES LTD. FOR THE PROVISION OF SECURITY
SERVICES AT COPPS COLISEUM BE ACCEPTED; THE TERM
FOR THESE SECURITY SERVICES COMMENCE 1990
FEBRUARY 1 AND EXPIRE 1991 DECEMBER 31 WITH THE
OPTION IN FAVOUR OF THE CITY AND/OR HECFI TO
RENEW FOR AN ADDITIONAL TWELVE (12) MONTH
PERIOD; AND THAT THE EXISTING PURCHASE ORDER
WITH BURNS INTERNATIONAL SECURITY SERVICES LTD.
FOR SECURITY SERVICES AT COPPS COLISEUM BE
TERMINATED EFFECTIVE 1990 JANUARY 31.

MOTION CARRIED.

The following items were presented as information:

- (i) Status Report on Confirmed
 Events/Performances at Copps Coliseum;
- (ii) Marketing Services Report;
- (iii) Consolidated Unaudited Operating Results
 for HECFI;
- (iv) Unaudited Operating Results for the Central
 Utilities Plant;
- (v) Client Evaluation/Correspondence/Comment
 Cards;
- (vi) Report by the Director of Copps Coliseum;
- (vii) The Committee directed Mr. Crane to proceed
 with arrangements to hold a Public Skate
 on Saturday, December 16, 1989 and a HECFI
 Family Skate on Sunday, December 17, 1989.

5.2.1 Copps Coliseum Committee Minutes of October
25, 1989

MOVED by Alderman Murray, seconded by Mr. DeNardis
that

**THE COPPS COLISEUM COMMITTEE MINUTES OF OCTOBER 25,
1989 BE RECEIVED.**

MOTION CARRIED.

5.3 Hamilton Convention Centre Committee Tenth
Report

MOVED by Ms. VanDuzer, seconded by Mr. Levitt that

**THE HAMILTON CONVENTION CENTRE COMMITTEE TENTH REPORT
BE APPROVED.**

MOTION CARRIED.

The following items were received for information:

- (i) The Operations Manager's Report for
October, 1989;
- (ii) Correspondence;
- (iii) Client Evaluations;
- (iv) Unaudited Operating Results for the Ten
Month Period to October 31, 1989;
- (v) Marketing Services Report;
- (vi) Report regarding serging of loose lay
carpet;
- (vii) Management was directed to proceed with the
selection of suitable replacement doors for
the Summers Lane Entrance to the Convention
Centre and to forward a recommendation to
the HECFI Executive Committee.

5.3.1 Hamilton Convention Centre Minutes of
October 27, 1989

MOVED by Mr. Levitt, seconded by Ms. VanDuzer that

**THE HAMILTON CONVENTION CENTRE COMMITTEE MINUTES OF
OCTOBER 27, 1989 BE RECEIVED.**

MOTION CARRIED.

5.4 Hamilton Place Committee Tenth Report

MOVED by Alderman McCulloch, seconded by Mrs. Dow
that

**THE HAMILTON PLACE COMMITTEE TENTH REPORT BE APPROVED
AND THE FOLLOWING RECOMMENDATION ENDORSED:**

**THAT DAVID DAYLER BE PERMITTED TO CONDUCT A
CHILDREN'S THEATRE WORKSHOP IN HAMILTON PLACE;
FURTHER, THAT HAMILTON PLACE NOT BE FINANCIALLY
INVOLVED IN THIS PROJECT OTHER THAN TO PROVIDE
SPACE ON A RENT-FREE BASIS.**

MOTION CARRIED.

The following items were received for information:

- (i) Report from the Comptroller;
- (ii) Marketing Services Report for November
 1989;
- (iii) Report from the Director of Finance for
 October 1989;
- (iv) The Committee gave support to the inclusion
 of Hamilton Place in the tender call for
 a direct taxi line;
- (v) The CEO advised that he would present a
 report on the feasibility of serving food
 at Hamilton Place;
- (vi) A report on the detailed costs of operating
 Hamilton Place Theatre for an event. The
 Committee requested that staff conduct a
 survey of other theatres vis-a-vis rental
 rates.

5.4.1 Hamilton Place Committee Minutes of October 26, 1989

MOVED by Alderman McCulloch, seconded by Mrs. Dow that

THE HAMILTON PLACE COMMITTEE MINUTES OF OCTOBER 26, 1989 BE RECEIVED.

MOTION CARRIED.

6. New Business

6.1 1990 HECFI Board Members

Mayor Morrow congratulated Messrs. Levitt, Tidball and Kwiatowski on their reappointments to the HECFI Board. As well, Mayor Morrow extended his welcome to newly appointed Member, Mr. M. Ryder.

7. Other Business

Nil

8. Date of Next Meeting

Friday, January 19, 1990
Hamilton Convention Centre
Room 314

9. Adjournment

MOVED by Mayor Morrow, seconded by Alderman Agostino that

THE REGULAR SESSION ADJOURN AT 9:44 A.M.

MOTION CARRIED.

HECFI Board of Directors
Regular Session
December 15, 1989

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TAKEN AS READ AND APPROVED

Alderman J. Gallagher, Chairman

Patricia Bennett, Secretary

7.1

HECFI Short and Long Term Plan Suggestions : Mary Dow

✓
TO: Gabe Macaluso / John Gallagher
c.c. HECFI Board of Directors
FROM: Mary Dow
SUBJECT: HECFI short and long term plan suggestions

Would you arrange to place the attached items under new or other business in the general agenda for the next HECFI Board meeting. (January 19th).

Thanks for your co-operation.

(a) Newsletter/Schedule of Events - Sample Montreal Convention Centre sample enclosed

I receive a number of promotional items daily from various Canadian and US convention centres, theatres, colliseums, etc.

The attached sample from the Montreal Convention Centre (a bilingual version is available) is among the best. This is an effective marketing and PR tool and at the same time inexpensive. Yet the message has an immediate impact.

As soon as possible, I suggest we develop a promotional item of this nature that includes all three facilities. I want to see all events (confirmed and tentative and identified as such) identified similar the enclosed event schedule.

QUESTIONS

- Does the implementation of this item present any problems?
- Do we have a up-to-date mailing list of key planners, media list, etc. (if so, I want to see a copy of the list in use)
- How soon can we initiate this project?
- Keep the possibility of selling ads in the event schedule as a potential revenue generator - can staff handle this item?
- Have we opened communication lines with the region, tourist bureau, etc. as a means of exchanging information and at the same time sharing costs? (if not, why not and how soon can this take place?)

(b) Hamilton Place / Convention Centre

Some time ago I raised the possibility of a potential dining area in Hamilton Place. Due to staff changes this item was not pursued by staff. At this time I want this item addressed and followed through. A dining area in the theatre would enable theatre-goers to have the convenience of having dinner at the theatre, prior to the performance.

If we look at gourmet dining and/or dinners that fit the theme of the Hamilton Place entertainment e.g. Harry Belafonte - have a Caribbean Calypso dinner theme. I think this is an idea which if promoted and marketed well would catch on and become an in-thing to do in the community. At the same time this can be promoted to convention groups and others who are coming to Hamilton. Once again we are looking at a favorable financial revenue producing item.

The idea can be sold separately or as a dinner/theatre package.

As well, if and when matinee performances are on, why not pursue a luncheon package?

If we are going after bus tours, a luncheon or dinner/theatre package is an important selling point.

Arrangements for the meals would be through the Convention Centre.

I would ask that a review of this proposal be initiated immediately and I want the pros and cons of this item addressed thoroughly.

I realize the local restaurant association/lobby group will have concerns and that should be addressed as well.

c) Copps Colliseum

I want to know what the plans are the Copps Colliseum proposed shopping concourse. Again, this is an item I brought up some time ago. There is no reason why space has not been developed to date for a shopping area - planning and enquiries should be underway.

As well, why not a suitable dining area in Copps. Up-scale dining should be featured. The other idea is to look at private dining room. The current ambience and lack of decor in the Hamilton Room presents a gloomy picture.

One of the best examples of a well-appointed and successful dining room is at Edmonton Northlands. When I attend meetings in Edmonton, I have dinner in the Northlands dining room (many Corporate sponsors versus individuals) and then take in the Oilers game or whatever entertainment is featured.

This is an excellent feature because after dinner, one simply takes the elevator to the arena. No extra parking or hassles.

Plans for the short and long term HECFI business strategy organization

I have outlined potential usage of the three facilities. The overall benefits are for greater use of the facilities and a financial bottom line that should take away and not add to the financial drain on taxpayers.

In view of the NHL proposal, we need to think ahead but thinking is not enough. Research and planning and carrying-out plans to a successful implementation is now a necessity and must be initiated immediately. We can no longer drift and hope all will be well.

The economy is beginning to slow down and one of the hardest hit areas will be in the entertainment/conventions field. Traditionally, when the economy sours, business people and the general public have to cut back. Let's make sure we have done our research and we can put together a successful plan that will have satisfactory results and that HECFI does not suffer..

I don't want to see HECFI limp into the '90s and falter. Without aggressiveness and adequate goals, we may well suffer that fate.

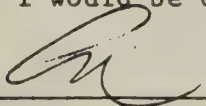
The upcoming audit is a necessity to identify HECFI's weakness and strengths. BUT let's not sit and wait for the results before initiating some plans! The audit must be part of the entire HECFI business plan.

We have a great deal to accomplish but a solid business plan and a cohesive team effort from staff and board members is now a necessity. HECFI is a business and its business is entertainment and convention services.

It is time to get on with business without wasting valuable time and money on unnecessary digressions from our main purpose.

HECFI needs to be perceived by the community as a doer whose accomplishments will be first-rate in the coming decade.

If there are any questions, I will be pleased to review and at the same time I would be delighted to go over plans with staff members.



Mary Dow



Montréal Convention Centre

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Telex: 055-62429

To our partners, clients and friends,

As the new year begins, I send you with great pleasure the newsletter Contact and the Schedule of events, two publications of the Montréal Convention Centre.

On Page 1 of Contact, the Convention Centre team makes a point of wishing happiness and prosperity and expresses its determination to join you in taking up all the challenges of the new decade.

Contact regularly reports on the major activities and presentations which take place at the Montréal Convention Centre. The present edition is no exception to the rule: it describes events which marked the fall season such as the Gala du Tourisme et des Ambassadeurs de Grands Congrès, the World Energy Conference, the Launching of National Small Business Week, and, more recently, the International Exhibition of Interior Design.

New sections have been added to Contact to keep you better informed. For example, in each issue you will find information about the Montréal 1992 celebrations which will salute the 350th anniversary of the city's founding and a column called The news at a glance -- items about our own as well as Montréal tourism activities.

The new year also introduces a new publication: a Schedule of events spanning a 12-month period is also included. Every three months, you will receive an update, enabling you to remain fully in touch with the activities taking place at the Montréal Convention Centre during the year.

I am proud indeed to send you these publications. We shall continue to improve them with each edition so as to meet your expectations and to keep you properly informed. I hope you will be interested in the publications and that you will send us any comments you may wish to make.

I also hope we shall have the pleasure of welcoming you in the near future. In the meantime, Happy New Year!

Yours sincerely,

Bruno M. Fragasso
President and Chief Executive Officer



Montréal Convention Centre

Contact

Vol. 6, No. 1 January 1990

The Montréal Convention Centre team

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The new challenges of 1990

At the dawn of the new year, the team of the Montréal Convention Centre confidently wishes a constructive, active, exciting and enriching year 1990 to its partners and present and future clients.

A quick overview of the year now ending shows that the Montréal Convention Centre

hosted 157 events in 1989, attracting 420,977 people. Shows, exhibitions, congresses, conventions, and meetings brought together every nationality of the world under the roof of the Centre. Unquestionably, this system of exchange fosters understanding at the international level.

The Montréal Convention Centre has faith in the future. It has projects and works with determination in order to serve increasingly better. The Centre knows you well, having watched you at work, heard your reactions, and followed the way you build bridges for the future. It is therefore conscious of your

needs and expectations and will spare no effort to give you impeccable service and foolproof efficiency.

A new decade begins. New economic, environmental and social challenges must be faced. In a changing world, it will be necessary to adapt to profound mutations. A new management of time, resources and assets is to be expected. The team of the Montréal Convention Centre is prepared to take up these challenges and to forge a great future with its partners and clients.

Contact

Newsletter of the Montréal Convention Centre
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1,300 salute 'Ambassadors' at gala

Some 1,300 people saluted the 15 new "Ambassadors by Appointment" of the Montréal Convention Centre at the Gala du Tourisme et des Ambassadeurs de Grands Congrès at the Centre October 5. The 15 were honored for their immense accomplishment in attracting large-scale events of international dimensions to the Centre and to Montréal.

Each received the Alcan trophy Agora, symbol of dynamism and creativity.

The Greater Montréal Convention and Tourism Bureau, for its part, awarded Ulysses trophies to persons who had distinguished themselves in the field of tourism in Montréal. Top winner – recipient of the Grand Ulysses – was Phyllis Lambert, philanthropist and architect, for her role in establishing the Canadian Centre of

Architecture in Montréal.

A menu worthy of ambassadors was prepared by Chef Pierre Chasles, of Versabec, the Centre's official caterer.

Guests also enjoyed a glittering performance by the impressionist André-Philippe Gagnon and danced to the music of Nat Raider and his orchestra.

In short, the gala was a remarkable success not to mention a well-deserved tribute to the new "Ambassadors by Appointment".

Commented a guest:

"Let me say how much I marvelled at this great evening which was your gift to Montréal."



From left to right, Bruno M. Fraggasso, president and chief executive officer of the Montréal Convention Centre, Dr. Pierre Audet-Lapointe, Dr. David Bélanger, Monique Brière, Dr. Jacques de Champlain, Dr. Fern Cramer-Azima, Dr. Jean Davignon, Dr. Norman F. Eaton, Dr. Morrie M. Gelfand, Pierre J. Jeannot, outgoing president of

the Ambassadors' Club, Robert Mitchell, Dr. Robert Émery Prud'homme, Dr. Michel Sabourin, Yves Sanssouci, Dr. Gordon R. Sellery, Dr. Maurice Thibault, Dr. Peter Vamos, and Pierre Brunet, new president of the Ambassadors' Club.

From Pierre I to Pierre II



With a smile, Pierre J. Jeannot, left, president and chief executive officer of Air Canada, turns over the reins of the Ambassadors' Club of the Montréal Convention Centre October 5 to Pierre Brunet, president and chief executive officer of Léves-

que Beaubien Geoffrion Inc. The changing of the guard took place at the Gala du Tourisme et des Ambassadeurs de Grands Congrès. The Centre thanks Mr. Jeannot and congratulates Mr. Brunet.

Meet the new 'Ambassadors'

Here, in alphabetical order, is the list of the new "Ambassadors by Appointment" of the Montréal Convention Centre, the event with which each is associated, the year the meeting will be held, and, in brackets, the number of delegates expected:

Dr. Pierre Audet-Lapointe, 14th World Congress of Gynaecology and Obstetrics, 1994 (8,000);

Dr. Fern Cramer-Azima, XIth Congress, International Association of Group Psychotherapy, 1992 (1,200);

Dr. David Bélanger, XXVith International Congress of Psychology, 1996 (5,000);

Monique Brière, 27th World Congress, International Society for Art Education, 1993 (3,000);

Dr. Jacques de Champlain, 13th Congress, International Society of Hypertension, 1990 (2,000);

Dr. Jean Davignon, 10th International Symposium on Atherosclerosis, 1994 (3,000);

Dr. Norman F. Eaton, 43rd Annual Assembly, International Institute of Welding, 1990 (1,000);

Dr. Morrie M. Gelfand, 14th Congress of Gynaecology and Obstetrics, 1994 (8,000);

Robert Mitchell, 34th Congress, International Association for the Protection of Industrial Property, 1995 (3,000);

Dr. Robert Émery Prud'homme, 33rd International Symposium, IUPAC, on Macromolecules, 1990 (2,000);

Dr. Michel Sabourin, XXVith International Congress of Psychology, 1996 (5,000);

Yves Sanssouci, Annual Conference, Americal Association for Adult and Continuing Education, 1991 (1,500);

Dr. Gordon R. Sellery, 12th World Congress of Anaesthesiologists, 2000 (6,000);

Dr. Maurice Thibault, 4^e Congrès international francophone de gérontologie, 1990 (1,200); and

Dr. Peter Vamos, 14th World Conference of Therapeutic Communities, 1991 (2,000).

Business show doubles attendance

Salon de la PME – an exhibition highlighting small- and medium-sized business – has more than doubled its attendance at the Montréal Convention Centre in the past six years.

It was in October, 1984 that the Centre hosted the first Salon de la PME – an original concept of two business administration professors of the Université du Québec à Montréal (UQAM).

The promotor of the first Salon, Daniel Boisvert, recorded 7,023 visitors and 125 exhibitors. This past October, attendance at the Salon climbed to 16,000 and there were 250 exhibitors.

Since last October, the Salon has been in the hands of a new



promoter, Le Groupe Transcontinental.

Said Serge Therrien, now

president of the Salon, at the close of the Semaine des PME:

"I intend to continue and in-

creasingly improve this effort which, from the start, has served to make this important sector of our economy better known."

Small- and medium-sized businesses today are recognized as an important link in the Québec economic chain. They are credited with a major role in job creation.

A spokesman for the Montréal Convention Centre says it is proud to be of assistance in forging the growing reputation of the Salon – evidence of the vitality of Québec's economy.

Renovated restaurant New plus for Centre

Fully renovated to serve even better than it did in the past, the Montréal Convention Centre restaurant Les Jardins has become a new asset thanks to its décor and new methods of service, thus contributing to the reputation the Centre enjoys for professionalism.

Four service counters and four cashes help accelerate crowd movement during major events and especially to meet

demand more rapidly.

The colors chosen for the redecoration scheme are sober and harmonious, fostering relaxation. Service counters are highlighted and various dishes are available, including Montréal's celebrated smoked meat.

Each area has been conceived in light of the guest's comfort. Use of the magnificent terrace is encouraged.

"Since Les Jardins reopened," says Henri Candau, general manager of Versabec, the Centre's caterer, "we have noticed that people come to the restaurant even during quiet periods – between meals, in the morning or the afternoon – for coffee and a chat."

SIDIM showcases Québec interior design

Showcase for the objects of interior design of local creators, the Salon international du Design d'intérieur de Montréal (SIDIM) was staged at the Montréal Convention Centre December 7-10 under the theme "Design D'ici à Demain" (Design from Here to Tomorrow). The show was open to professionals of the field, companies and the consumer.

Chaired by Ginette Gadoury, who has been involved in the design area for 20 years, the Salon featured works of high calibre selected by a jury. Madeleine Arbour and Gilles Bérubé, of the Société des décorateurs ensembliers du Québec (SDEQ), were spokespersons for the exhibition.

Ms. Arbour stressed that consumers increasingly recognize interior design products and services of better quality.

"It is therefore natural that the design industry mobilize its forces to present a public exhibition in keeping with the consumer's needs and aspirations," she added.

The Salon enables visitors to see the newest developments in lighting, floor coverings, decoration accessories, fabrics, wallpaper, materials, and landscaping products as well as plants.

An animation program, a pendant to the Salon, was made up of specialized days and activities for designers, manufacturers, business people, retailers, and the professionals of the field as a whole.

Bruno M. Fragasso, president and chief executive officer of the Montréal Convention Centre, hosted a breakfast December 8 for a group of business people.

The Salon was climaxed by a gala, jointly organized by SDEQ, the Fonds d'études et de recherches en design intérieur de l'est (FERDIE) and SIDIM.



The snow season in Montréal: something for everyone

January 1 – February 25

Montréal Collections

1880-1920

Private pre-war collections
Montréal Museum of Fine Arts

January 26 – February 4

Fêtes des neiges

Île Notre-Dame
Île Sainte-Hélène

January 1 – 14

Blickpunkte

Contemporary German art
Musée d'art contemporain de Montréal

January 1 – June 3

Cinéma Imax

Double program:

Benthos (sea bottom) and

The Grand Canyon

Vieux-Port de Montréal

January 1 – March 18

Des oiseaux et des

bourgeois

Jardin botanique de Montréal

Japanese pavilion

January 1 – February 6

"Et la lumière luit"

Exhibition of more than 150

cribs from 55 countries

Oratoire Saint-Joseph

January 1 – February 11

Mills of New England

Exhibition of photographs of
19th-century New England
mills and manufacturing
plants

Canadian Centre of
Architecture

January 8 – February 11

Works by Micheline
Beauchemin

Tapestries on the themes of

winter and the river

Salle Wilfrid-Pelletier hall,

Place des Arts

January 10 – February 14

Friedrick Weinbrenner
and Karlsruhe

Major German architect

Canadian Centre of

Architecture

January 18 – March 18

Contemporary jewelry
from the Federal Republic

of Germany

Recent creations by

25 jewelers

Musée des arts décoratifs

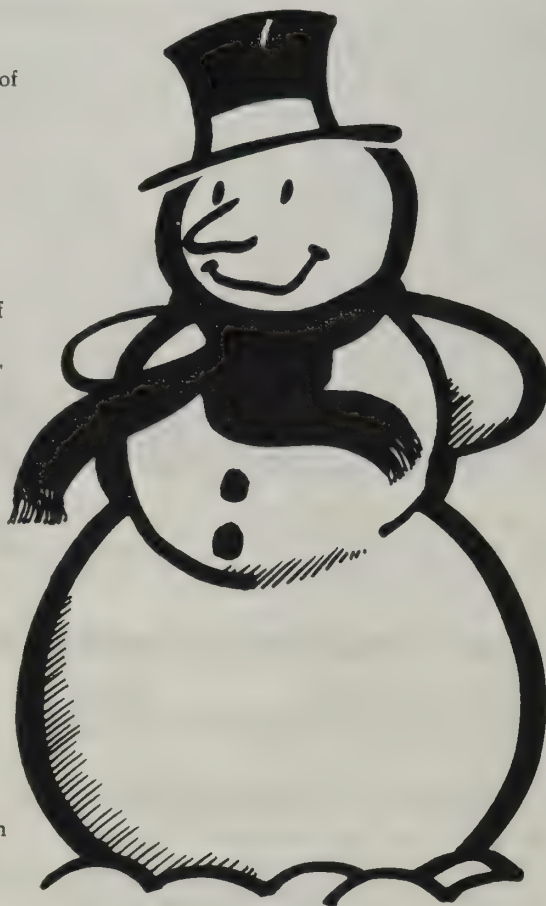
(Château Dufresne)

January 20

Opening of the Insectarium

Jardin botanique de

Montréal



February 1 – 10

Le Rendez-vous du cinéma
québécois

Cinémathèque Québécoise

Cinéma Parallèle

February 1 – 14

St. Valentine exhibition

Jardin botanique de

Montréal

March 6 – 11

Festival des Films sur l'Art

Cinémathèque Québécoise

March 30 – June 18

Ernest Cormier Retrospec-

tive: Université de Montréal

Major Montréal architect

Canadian Centre of

Architecture

April 1 – 9

African cinema days

Cinémathèque Québécoise

National Film Board cinema

April 13 – June 3

Cecil Buller, contemporary

Canadian engraver

Montréal Museum of

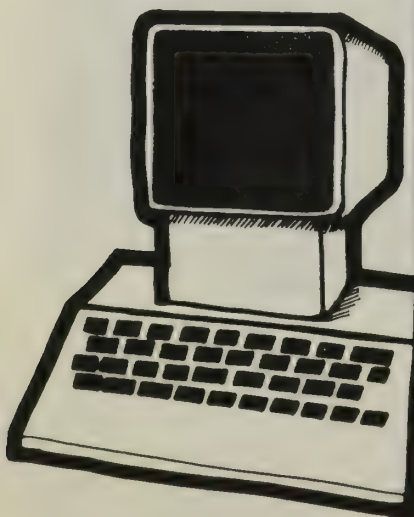
Fine Arts

April 24 – 30

Québec Drama Festival

Centaur Theatre

Two named to resources, computer services posts



Two senior appointments have been announced at the Montréal Convention Centre.

Carole Lehoux, named director of human and material resources, holds a bachelor's degree in industrial relations. She has had extensive experience in similar posts in such major organizations as Culinar and the Confédération des Caisses populaires et d'économie Desjardins du Québec.

Jacques Lacerte, formerly an information systems analyst with Société Radio-Québec, has been appointed director of computer services. He has a bachelor's degree in business administration and a second in applied sciences.

inventiveness watchword at Energy Congress



inventive genius and technical refinement were much in evidence at the Montréal Convention Centre September 17-22 as an exhibition space provided an extraordinary backdrop for the presentation of the 14th World Energy Congress.

Some 150 exhibitors, grouped according to their country of origin, showed delegates the newest technologies in operating and processing energy resources.

The exhibits were original and creative.

Indeed, to give the presenta-

tion an international flavor, each exhibitor was involved in an unusual food event. Pierre Chasles, chef of the Centre, was given the task of preparing hors-d'oeuvre for each country, evoking their national cuisines. Exhaustive research was carried out by Chef Chasles to prepare the foods, which were served at the cocktail hour. The event proved a great success.

Visitors to "Energy for Tomorrow" saw every form of energy. Exhibitors, for their part, expressed appreciation for the Centre's modern installations

and the quick service it made available as the exhibition was being mounted.

Said Pierre Potvin, director of communications of the Congress, at the close of the meeting:

"We were delighted with the constant support we received from the Centre's entire team, its sense of professionalism and the rapidity with which it acted upon our requests."

A first-hand look

André Vallerand, the new minister of tourism of Québec, visited the Montréal Convention Centre October 23 in his capacity as minister responsible. He is seen here flanked by two members of the board of directors of the Société du Palais des congrès de Montréal, Judith Harvey, left, and Lucette St-Amant, right. Mr. Vallerand first met members of the Centre's internal management committee and then the staff as a whole, gathered in the Centre's Les Jardins restaurant.

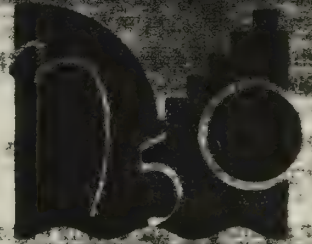


Montréal preparing 350th birthday fête in 1992

The year 1992 promises to be especially exciting in Montréal – it marks the 350th anniversary of the city's founding – and Contact intends to keep you informed about some of the activities related to celebrations, which are expected to be memorable.

A special organization – Corporation Montréal 1992 – has been created to coordinate the anniversary and an original symbol has already been developed. It represents Montréal's history as well as a dynamic future.

The case of the city of Montréal, the St. Lawrence River, the roots of Montréal's development, its constant renewal, its role as a pillar of North America, symbolizing stability, strength and the quality of the environment.



while at right is a silhouette of Montréal's architecture, reflecting the dynamism, sense of innovation, creative spirit and entrepreneurship of its people.

The figure 350 adopts an original graphic look. The figure is serpentine in form, representing evolution, the five, typography of the number, serves as a link between the past, the present as well as the future, while the figure also represents the beginning of each

tional Agency for Cooperation and Development (IACD); Julio Gonzales and Jorge C. Elena, IDB; Bruno M. Fragasso, MCC; Pedro Luis Echeverria, IDB; Donald Anderson, IACD; Alfredo Henares, IDB; and Jean-Pierre Ranger, MCC.

The Montréal Convention Centre hosted a luncheon September 27 for the Canadian committee of the 42nd Congress of the International Federation of Astronautics (IFA), to be held in the Centre in October, 1991. Shown, left to right, are Serge Tremblay, president and chief executive officer of the Centre d'adaptation de la main-d'oeuvre aérospatiale du

● Dr. Peter Varney, a 1989 Ambassador by Appointment of the Centre and chairman of the local committee of the 14th World Conference of Therapeutic Communities, to be held in September 1991, joined the Canada/United States organizing committee at a luncheon at the Centre September 16.

● Air Canada staff from as far as the Caribbean attended week-long briefing sessions in September at the Centre. Other employees came from Québec, Toronto and several American cities.

● Bruce H. Ferguson, president and chief executive officer of the Montreal Convention Centre, tendered a dinner October 10 for the international committee of the International Joint Conference on Artificial Intelligence, chaired by Dr. Donald Wallace. The conference has been scheduled for August, 1992.

● Members of the Canadian Committee of the International Congress on Nutrition, set for 1997, were hosted at the Centre November 15-16. The day's director Elizabeth Bellamy. Dr. Ranjit Chandra is president.

● For four days in October, General Motors had 50 new cars on exhibit at the centre. They also occupied 40,000 square feet of space. It also resulted in the serving of 8 food meals and lots of soups. Marc Osborne GM's public relations officer said the event is GM's usual business in Canada.

● Last winter has seen record numbers of tourists passing through the Centre:

● A total of 353,850 visitors passed through the turnstiles of Montréal's Palais de la Civilisation during the past summer to see the exhibitions "Clés-Cités," "Hollywood et l'Histoire" and "Homage à Claude Jutra". Thanks to the Commission d'initiative et de développement culturels, the exhibition on Jutra, a Québec filmmaker, was also shown at the Institut Lumière, in Lyon, France, from December 6 to 30.

● Congratulations are in order to Dr. Michel Jablaji who, for eight years, organized the Journées dentaires québécoises. The last six were held at the Centre. Dr. Jablaji, named chairman of the Canadian Dental Association convention, has been succeeded as chairperson of the journées dentaires by Chantal Lefebvre.

● The International Symposium of the International College of Dentists Federation will be held at the Centre beginning June 1992—the year of its 50th anniversary of the founding of journals. The chairs of Montréal are filled with the first three weeks before starting.

● While it is still too early to say how the 50th anniversary celebration will go, it is already clear it will be big.

● In Strasbourg September 20, Guy Nollet, the Centre's representative in Europe, won for Montréal the September, 1992 Congress on Physiology. Some 1,000 delegates are expected. Montréal-based doctors will try a clinic, etc.

● On January 24, 1991, Colin attended the joint international conference of Association Extensiones from the U.S., Europe and Canada in Birmingham, England. The Eurotop of 1992 will have impact on the North American market because of focus of the meetings.

Montreal

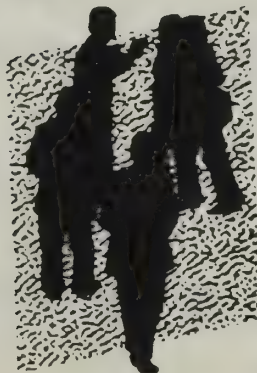
SCHEDULE OF EVENTS JANUARY 90 TO DECEMBER 90

JANUARY



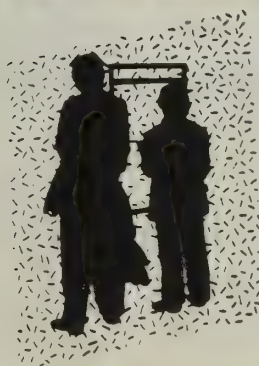
Gala Dames	Supper - show - presentation of trophies By invitation	January 13
C.S.M.	Orientation convention By registration	January 24-27
EXFOR '90 - Canadian Pulp & Paper Association - CPPA -	Convention and exhibition By invitation / registration	January 28- February 1

FEBRUARY



Canadian Fruit Wholesalers Association	Annual convention By invitation / registration	February 4-6
Banque Nationale du Canada	Dinner with speaker By invitation	February 7
Exposition Carrière Nursing	Exhibition to recruit nursing staff By registration	February 8, 9
F.T.Q.	Annual general meeting of shareholders By registration	February 10
Bridal Show '90	10 th fashion show for the bride By invitation / open to public (admission fee)	February 11
Canadian Sporting Goods Association	Annual exhibition by sporting goods dealers By invitation / registration	February 11-14
Salon JX et Systèmes Intermédiaires de Montréal	Commercial exhibition for suppliers, distributors of equipment, software or services for intermediary systems By invitation / registration	February 16, 18
Ideas seminar & show '90	Commercial exhibition on construction and renovation By invitation / registration	February 18-20
The Hunting and Fishing Super Show 1990	Exhibition for outfitters and their suppliers Open to public (admission fee)	February 21-23
Salon de la Moto '90	Exhibition of new products in the field of motorcycles and all-roads vehicles Open to public (admission fee)	February 23-25

MARCH



Montréal Bicycle Show '90	Exhibition of open-air goods Open to public (admission fee)	March 2-4
Salon de Timbre & de la Monnaie de Montréal	Stamp and coin exhibition Open to public	March 2-4
Bureau de Commerce de Montréal	Auction sale gala By registration	March 6
Action Expo '90	Exhibition By registration	March 8, 9
C.S.M. - special convention, Conseil central de Montréal	Plenary sessions and workshop discussions By registration	March 8-10
Allied Jewish Community Services conference	Public event for people aged 50 and over sponsored by 'The Gazette' and AJCS Open to public	March 11
Alliance des professeurs de Montréal	Annual convention By registration	March 12, 13
Automated Manufacturing Show	Annual exhibition By invitation / registration	March 14, 15
Colloque '90 - Technoindustrie '90	Speakers on automation By invitation / registration	March 14, 15
Conférence des Coléens populaires et d'économistes Desjardins de Québec	Annual general meeting By registration	March 17-21

APRIL



Board of Governors of the Inter-American Development Bank (IDB) and Board of Governors of the Inter-American Investment Corporation (IIC)	XXXI st Annual Meeting and V th Annual Meeting By invitation / registration	April 2-4
École Polytechnique de Montréal	Graduation night: reception, announcement of honorable mention awards and presentation of iron rings By invitation	April 7
The International Franchising Show 1990	Franchising exhibition Open to public	April 8-11
Le Grand Salon des services alimentaires de l'A.S.A.Q.	Commercial exhibition related to food industry Open to public (admission fee)	April 9-11
Fort of Canada Ltd.	Sales meeting and car exhibition By invitation / registration	April 9-12
Fellowship of Evangelical Baptist Churches in Canada	Easter Mass Open to public	April 13
National Citizenship Week	Swearing-in ceremony, new citizens By invitation	April 17
Springboard '90 Association of Teachers of English in Québec	Annual convention By registration	April 18-20
Chambre de Commerce de Québec	10 th anniversary, Mercantile Meetings, workshops and gala evening By invitation / registration	April 21, 22
Henry Davis Corporation	Travel industry exhibition Open to public (admission fee)	April 23
Montréal Fabricating & Machine Tool Show	Commercial exhibition By invitation / registration	April 24-26
Festival of Music, Inc.	Concert performances of school bands, choirs and orchestras By registration	April 26-28
Estimote Seminar	Seminar on development of the individual conscience by spiritual techniques aimed at fulfillment of self and of the wishes of God By registration	April 29

MAY



L'association des Hôpitals du Québec	Convention, annual exhibition By registration	May 2-4
C.S.M.	Convention By registration	May 5-11
Canadian Labour Congress	Convention By registration	May 13-17
L'Ordre des dentistes du Québec	Annual convention By registration	May 21-23

UNE



Women for access to political and economic power	First world summit By registration	June 4-8
International Show for the Fifty-Plus 90	Exhibition focusing on information By invitation open to public admission free	June 5-9
Montreal Furniture Market	Annual manufacturers exhibition By registration	June 17-20
International Society of Hypertension	37th scientific congress and exhibition By registration	June 24-29

JULY



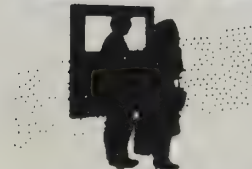
Shelco Canada Inc.	Annual convention By invitation registration	July 5-7
- MACRO '86 - 33 rd IUPAC International Congress on Macromolecules	International scientific congress International Union of Pure and Applied Chemistry By registration	July 8-13
International Congress for Infectious Diseases	International congress and exhibition By registration	July 15-19
International Welding Institute	43 rd Annual Assembly By registration	July 23-27

AUGUST



Expo-Achat Bijouterie '90	Commercial exhibition bringing together jewelry held interests By invitation	August 5-7
IUFRO- International Union of Forestry Research Organi- zations	XIXth World Congress By invitation / registration	August 5-11
MacDonald's Corporation Meeting	Convention By invitation / registration	August 14-17
1st World Congress of Nuclear Medicine & Biology	World congress By registration	August 26-31

SEPTEMBER



- SICOT '90: International Society of Orthopaedic Surgery & Traumatology	18 th World Congress By registration	September 9-15
C.B.T.A. Canadian Business Telecommunications Alliance	Annual convention and exhibition By invitation / registration	September 18-22
23 rd International Congress on Occupational Health	International congress By registration	September 24-29
4 ^e Congrès International francophone de gérontologie	Congress and exhibition By registration	September - October

NOVEMBER



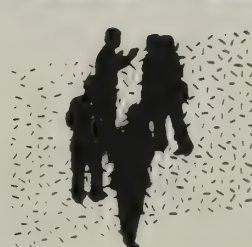
ICDIF International Dairy Congress and 1988 exhibition of the Canadian Dairy & Food Industries Security Association	International congress and exhibition By registration	October 8-12
Expo-voets '88 U.A.P.	Exhibition and sale of auto parts and equipment By invitation / registration	October 18, 19
Montréal 31^e Bilingue A.A. Convention	Speakers, workshops, dance and banquet By invitation / open to public	October 10-21
S.C.I.B. '88 - Salon Canadian Informations & Bourses	Convention and exhibition By invitation / open to public (admission fee)	October 23-25

NOVEMBER



Association des assureurs-vie de Montréal	Convention By registration	November 1, 2
Salon de printemps '88 - RO-NA DESBLAT	Exhibition By invitation / registration	November 3-4
Ordre des infirmiers (ères) du Québec	70 th Annual general meeting By registration	November 5, 8
National Tour Association	Convention and exhibition By registration	November 18-15
Canadian Alarm & Security Association	Convention By invitation / registration	November 18-20
École de relations industrielles de l'Université de Montréal	21 st annual seminar By registration	November 22, 23
Proviso	Annual gala By invitation	November 24

DECEMBER



Krair Ltd	Christmas reception for employees - Banquet and dance By invitation	December 8
Canadian Golf Superintendents Association	Annual convention and exhibition By invitation / registration	December 18-12

Downtown: Major Hotels and City Subway System

■ **Forest of more than 500 trees in the surrounding of the Mountain Convention Center**

1999 12 19

Tourism information centre 871-0226
Open Monday through Friday from 9 a.m. to 5 p.m. and
while events are under way. When the telephone
information centre is closed, an answering machine
provides a summary of activities.

Information Desk
Start on July 1, an answer your questions about events
under way. Vermont tourism information is also
1-800-255-2628.

"Les Jardins" restaurant
 211 W. 10th St. "Les Jardins" restaurant offers a
 full menu and full service bar from 11 a.m. to 2 p.m.

Media relations
Media representatives are asked to contact the Communications Division at 514-871-8122. This schedule is subject to change without prior notice. For further information, please contact the telephone information centre of the Montreal Convention Centre at 514-871-3235.

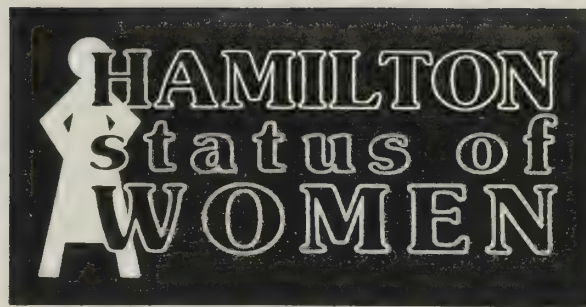
Montreal Convention Centre
281 Viger Avenue West
Montreal, Quebec
Canada H2Z 1K7



- | | |
|------------------------------|---------------------------------|
| ■ La Chanson Française | ■ La Chanson |
| ■ Histoire Littéraire | ■ Chanson Populaire |
| ■ Histoire Médicale | ■ Chansonniers du Moyen Âge |
| ■ Histoire des Découvertes | ■ Grand Atlas |
| ■ Histoire des Religions | ■ Inter-Continental House |
| ■ Histoire des Sciences | ■ La Terre-Cosmos-Ville |
| ■ Histoire de la Philosophie | ■ Atlas de Paris |
| ■ Histoire des Littératures | ■ La Musique |
| ■ L'Europe | ■ Artistes Modernes |
| ■ Histoire Civile | ■ Histoire des "Nations" |
| ■ La Philosophie | ■ Histoire-Civilisation Moderne |
| ■ Pour Savoir | ■ L'Art-Savoir Histoire |
| ■ La Science | ■ Voyages Actualité |
| ■ Journaux d'Art | ■ Annuaire des Universités |
| | ■ Atlas de l'Europe |

7.2

Women of the Year Banquet



RECEIVED JAN 9 9 1990

Sub-Committee

cordially invites you

to the

1989

WOMEN OF THE YEAR BANQUET

GUEST SPEAKER

NANCY R. JACKMAN

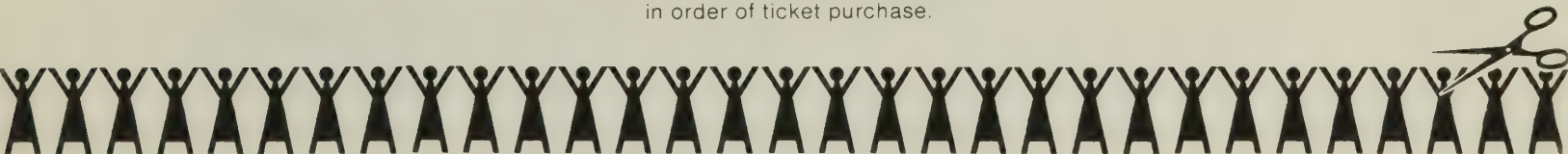
Philanthropist, Co-Founder of the Legal Education & Action Fund
Founder of the Canadian Women's Foundation

THURSDAY, FEBRUARY 1st, 1990

Hamilton Convention Centre
\$20.00 PER PERSON

Cash Bar: 5:30 - 6:30 p.m.
Dinner: 6:30 p.m.

Ticket Sales from January 2nd to January 26th, 1990
Table Reservations for parties of ten only.
Parties of fewer than ten will be seated
in order of ticket purchase.



For information and reservations call: 529-6956

Name: _____ Phone: _____

Address: _____ Code: _____

_____ Tickets at \$20.00 for a Total of \$ _____

Please make cheques payable to:

The Hamilton Status of Women Sub-Committee

and mail with reservation form to:
WOMEN OF THE YEAR DINNER
c/o 494 Mary Street
Hamilton, Ontario
L8L 4X4



Hamilton
Entertainment
and Convention
Facilities Inc.

101 York Boulevard
Hamilton, Ontario
Canada L8R 3L4
Tel. 416.527-7900

MEMO TO: **HECFI BOARD MEMBERS**

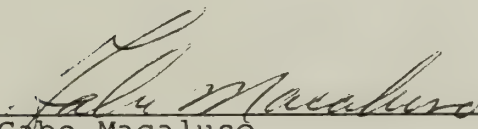
FROM: Gabe Macaluso
Managing Director/CEO

DATE: January 17, 1990

SUBJECT: **HECFI BUDGET WORKSHOP**

Enclosed is the Regular Agenda item 7.4 which was not included with your agenda package. There was a delay in the completion of this particular item to allow for further discussion with the City's Treasury Department; it was therefore decided that rather than delay the delivery of the rest of the agenda this item would be delivered at a later date.

Respectfully submitted,



Gabe Macaluso
Managing Director/CEO

7.4

HECFI Budget Workshop



Hamilton
Entertainment
and Convention
Facilities Inc.

101 York Boulevard
Hamilton, Ontario
Canada L8R 3L4
Tel. 416/527-7900
FOR ACTION

MEMO TO: **HECFI BOARD OF DIRECTORS**

FROM: Gabe Macaluso
 Managing Director/CEO

DATE: January 15, 1990

SUBJECT: **HECFI BUDGET WORKSHOP**

RECOMMENDATION:

THAT THE BOARD OF DIRECTORS SCHEDULE A ONE-HALF DAY WORKSHOP TO REVIEW THE PRELIMINARY 1990 BUDGETS.

BACKGROUND:

- The foregoing has been recommended in order to provide a forum for the Board of Directors to review and discuss with management the 1990 budgets and Business Plan. More specifically, the Board will have an opportunity to have input into the development of the future marketing and sales strategy with the new Director of Marketing and Sales. Detailed reports outlining the economic impact of the three facilities upon the community will be provided, as well as an analysis of the City of Hamilton's municipal contributions to HECFI.
- While preliminary budgets have been struck, the Board may wish to review long-term goals and objectives prior to the City's budget submission deadline.
- As the City of Hamilton's budget submission deadline is imminent it is suggested that the Board schedule the Workshop to take place no later than Wednesday, January 31, 1990.

Respectfully requested,

Gabe Macaluso
Managing Director/CEO



Hamilton
Entertainment
and Convention
Facilities Inc.

CA40NHBLV89

A35'

101 York Boulevard
Hamilton, Ontario
Canada L8R 3L4
Tel. 416/527-7900

**HAMILTON ENTERTAINMENT AND
CONVENTION FACILITIES INC.**

REGULAR MEETING OF THE BOARD OF DIRECTORS

**Friday, February 16, 1990
8:00 A.M.
HAMILTON CONVENTION CENTRE
Room 314**

URBAN MUNICIPAL

GOVERNMENT DOCUMENTS

REGULAR AGENDA

1. **Opening Remarks**
2. **Correspondence** Attachment 2
 - 2.1 Corrserspondence from Mayor R. Morrow in respect
of Mrs. G. S. Kaiura
3. **Regular Minutes of January 19, 1990** Attachment 3
 - 3.1 Errors or Omissions
 - 3.2 Motion to Approve
4. **Business Arising From the Minutes**
 - 4.1 H.E.C.F.I. Operating Budgets Attachment 4.1
5. **Committee Reports/Minutes**
 - 5.1 Executive Committee First Report Attachment 5.1
 - 5.1.1 Executive Committee Minutes of
December 4, 1989 Attachment 5.1.1
 - 5.2 Copps Coliseum Committee First Report Attachment 5.2
 - 5.2.1 Copps Coliseum Committee Minutes
of November 22, 1989 Attachment 5.2.1

**Regular Agenda
February 16, 1990
Page Two**

- | | | |
|-------|--|------------------|
| 5.3 | Hamilton Place Committee First Report | Attachment 5.3 |
| 5.3.1 | Hamilton Place Committee Minutes of
November 23, 1989 | Attachment 5.3.1 |
| 5.4 | Hamilton Convention Centre First Report | Attachment 5.4 |
| 5.4.1 | Hamilton Convention Centre Committee
Minutes of November 24, 1989 | Attachment 5.4.1 |

6. New Business

7. Other Business

8. Date of Next Meeting

Friday March 16, 1990
8:00 A.M.
Hamilton Convention Centre
Room 314

9. Adjournment

February 9, 1990
Patricia Bennett
Secretary to the Board of Directors

URBAN MUNIC. AL

MAY 1

GOVERNMENT DOCUMENTS

2.

Correspondence

- 2.1 Correspondence from Mayor R. Morrow in respect of
Mrs. G. S. Kaiura

ROBERT M. MORROW
MAYOR



January 29th, 1990

Mrs. G. S. Kaiura
14 Golden Orchard Drive
Hamilton, Ontario

Dear Mrs. Kaiura:

Thank you for your letter outlining your concerns about our community.

I have taken the liberty of forwarding a copy of your letter to all members of City Council for their information.

Mr. Cunningham and Mr. Schweinbenz were employed by Regional Government so I have passed your letter along to the Regional Clerk.

As far as Mr. Burrows is concerned, he reports to the H.E.C.F.I. Board and accordingly I have sent them a copy of your correspondence.

Again, thank you for writing and apprising me of your views.

Yours very truly

A handwritten signature in dark ink, appearing to read "Bob Morrow".

Robert M. Morrow
Mayor
City of Hamilton

RMM:tt

cc. Mr. Bob Prowse, Regional Clerk
✓ Mrs. Pat Bennett, Secretary - H.E.C.F.I. Committee



City Hall,
71 Main Street West, Hamilton, Ontario, Canada L8N 3T4
Telephone (416) 526-2790

Hamilton, Ont.
January 18/90

Dear Hamilton City Council & Mayor Morrow,

I would like to know what it is that Mr. Schweinbenz, Tom Burrows, and ~~Dave~~ Cunningham have on you fellows that makes it necessary to give them such huge amounts of taxpayers money. Between retirement packages, legal fees for these bad boys and job placement counselling fees I can't afford to stay much any longer. I can only imagine how high our taxes are going to rise this year. You really must get back to basics

1. Read your reports and studies.
2. Have open discussion on everything.
3. Make responsible educated decisions so you won't have to back out later which brings further costs in lawsuits.
4. Act on your studies ie Dave Christopherson's housing study.
5. Spend our money so that we all benefit not just the Burrows, Schweinbenz and Cunninghams.

My vision of living in Hamilton includes letting the private sector build up our Harbourfront since Provincial funding will decrease most

likely. I would like to see more mixed income housing in the downtown with several small parkettes or green spaces available to the tenants and an increase in updating recreational community centres. Most everyone can afford a ten dollar program for the children.

I am concerned that this council is spending a great deal of time and money on the flashier aspects of a community i.e. Football and Hockey franchises and the above mentioned packages for the three bad boys.

I am a minimum income worker so it bothers me to see hard earned money wasted when people have to wait years to get a decent place to live in or have to wait at the various food banks.

One last item: Could you study or implement the idea of making our taxes payable in twelve installments because it causes a hardship the way it is now. I'm watching.

I'm watching.
time.

Yours truly,
Mrs. G. S. Fair

URBAN MUNICIPAL

MADE

GOVERNMENT DOCUMENTS

3.

Regular Minutes of January 19, 1990

HAMILTON ENTERTAINMENT AND
CONVENTION FACILITIES INC.

REGULAR MEETING OF THE BOARD OF DIRECTORS

Friday, January 19, 1990
HAMILTON CONVENTION CENTRE
Room 314

REGULAR MINUTES

PRESENT: Mayor R. Morrow
Alderman J. Gallagher
Alderman T. Murray
Alderman D. Agostino
Alderman W. McCulloch
Alderman H. Merling
Alderman D. Drury
Alderman T. Jackson
Mr. F. DeNardis
Mr. W. McFarland
Mr. G. Kwiatowski
Mr. W. Tidball
Ms. A. VanDuzer
Mr. M. Ryder
Mrs. M. Dow

ALSO PRESENT: Mr. G. Macaluso
Mr. J. Leuser
Mr. J. Crane
Mr. T. Burrows
Mr. B. Snetsinger
Mr. S. Dockman
Ms. P. Bennett

REGRETS: Mr. N. Levitt
Mr. P. Cowell

1. Election of Officers - 1990

The Secretary took the Chair during the nomination(s) and election of the Chairman of the Board.

MOVED by Mr. Tidball, seconded by Alderman Gallagher

THAT ELECTIONS WOULD BE COMPLETED BY BALLOT.

MOTION CARRIED.

Chairman of the Board

The floor was opened for nominations for the position of Chairman of the Board.

Mr. DeNardis moved, Mayor Morrow seconded the nomination of Alderman Gallagher as Chairman of the Board. No other nominations were received. It was moved by Mr. McFarland, seconded by Mr. DeNardis that the nominations be closed. Upon his acceptance

ALDERMAN JOHN GALLAGHER WAS DECLARED CHAIRMAN OF THE BOARD BY ACCLAMATION.

Alderman Gallagher took the Chair.

Note: Mr. W. McFarland announced that he would not accept a nomination for First or Second Vice Chairman for this term. As well, the Board was advised that Alderman McCulloch will not accept a nomination for the position of Chairman of the Hamilton Place Committee for this term.

First Vice-Chairman

Alderman Murray moved, Mr. Tidball seconded the nomination of Mr. DeNardis as First Vice-Chairman. No other nominations were received. It was moved by Alderman Agostino, seconded by Mr. Kwiatowski that nominations be closed. Upon his acceptance

MR. DENARDIS WAS DECLARED FIRST VICE CHAIRMAN OF THE BOARD BY ACCLAMATION.

Second Vice-Chairman

Alderman Murray moved, Mr. Tidball seconded the nomination of Alderman Agostino as Second Vice-Chairman. No other nominations were received. It was moved by Mr. Kwiatowski, seconded by Mr. DeNardis that nominations be closed. Upon his acceptance

ALDERMAN D. AGOSTINO WAS DECLARED SECOND VICE CHAIRMAN OF THE BOARD BY ACCLAMATION.

2. Appointment of 1990 Committee Membership and Election of Committee Officers

MOVED by Alderman Murray, seconded by Mr. Kwiatowski that

THE 1990 COMMITTEE MEMBERSHIP AND OFFICERS BE ADOPTED AS NOMINATED.

MOTION CARRIED.

Membership of the 1990 Committees, including officers are as follows:

Copps Coliseum Committee

Alderman T. Murray, Chairman
Mr. G. Kwiatowski, Vice Chairman
Alderman D. Agostino
Mr. W. McFarland
Mrs. M. Dow
Mr. M. Ryder

Hamilton Convention Centre Committee

Mr. W. Tidball, Chairman
Mr. N. Levitt, Vice Chairman
Alderman D. Drury
Alderman T. Jackson
Mr. M. Ryder

Hamilton Place Committee

Alderman H. Merling, Chairman
Mrs. M. Dow, Vice Chairman
Alderman W. McCulloch
Alderman T. Jackson
Ms. A. VanDuzer
Mr. F. DeNardis

Executive Committee

Mayor R. Morrow
Alderman J. Gallagher, Chairman
Mr. F. DeNardis
Alderman D. Agostino
Alderman T. Murray
Alderman H. Merling
Mr. W. Tidball

Note: It was agreed that membership of the Special Audit Committee will be at the discretion of the Executive Committee.

3. Correspondence

Alderman Gallagher advised he had received correspondence from Mr. Paul Cowell which announced his resignation from the H.E.C.F.I. Board of Directors due to heavy business commitments. Alderman Gallagher stated that the Board would miss Mr. Cowell and that he hoped at some time in the future Mr. Cowell would again join the Board of Directors.

Alderman Gallagher will advise City Council of the vacancy.

4. Minutes of December 15, 1989

MOVED by Mr. DeNardis, seconded by Alderman Murray that
**THE MINUTES OF THE DECEMBER 15, 1989 REGULAR SESSION BE
APPROVED.**

MOTION CARRIED.

5. Business Arising From the Minutes

Nil

6. Committee Reports/Minutes

As there were no Committee meetings in December, January Committee reports will be presented to the Board of Directors at the February Board meeting.

7. New Business

7.1 H.E.C.F.I. Short and Long Term Plan Suggestions:
Mary Dow

Before reviewing her suggestions with the Board of Directors, Mrs. Dow commented on an article which appeared in The Spectator reporting that local taxpayers would be paying \$3,000. to sponsor the attendance of a H.E.C.F.I. delegation at Pittsburgh. Mrs. Dow believed that there was excellent value being attained for the funds expended in respect of the City's delegation at the N.H.L. Oldtimer's game. The City/H.E.C.F.I. attended as part of the N.H.L. franchise bid.

Mrs. Dow noted that the Harry Belefonte event at Hamilton Place was a sold-out function and suggested that in future, the words "sold out" be printed across advertisements placed in the newspaper.

In discussion of the Newsletter/Schedule of Events, Mrs. Dow recommended that the feasibility of a combined H.E.C.F.I. Newsletter, which included confirmed and tentative events, be investigated. The Managing Director advised that a report would be prepared which included budget impact.

During discussion it was clarified that it is H.E.C.F.I.'s intent to purchase Desk Top Publishing software and to train staff in its use. It was agreed that this would represent a cost savings in the development and publishing of such a newsletter.

Mrs. Dow advised that she has a number of copies of various Newsletters which HECFI staff members are welcome to peruse and which may provide some ideas in the development of a HECFI Newsletter.

Mrs. Dow advocated the promotion of Hamilton Place as a "people place". Mrs. Dow suggested a preset dinner menu of two items, using a theme, i.e. - a Calypso theme could have been used when Harry Belafonte was booked at Hamilton Place. A market study was suggested to determine if there is public interest, (perhaps utilizing the current patrons of Hamilton Place via a questionnaire but including all facets of the community/region).

Mr. Macaluso advised that at the next Hamilton Place Committee a recommendation will be presented proposing that the Convention Centre assume the food and beverage service at Hamilton Place and, as well, that the Piano Nobile and meeting rooms of Hamilton Place come under the jurisdiction of the Marketing Department in order to promote events such as those being suggested by Mrs. Dow.

Mr. Macaluso stressed that 'group sales' is another area which needs HECFI's full attention, i.e. - Hamilton Place and Convention Centre have an opportunity to tap into the many tours coming into the City for events. Alderman Murray expressed concern that this could take business away from the local restaurateurs and recommended that staff consult with the local business people. Alderman Merling reiterated Alderman Murray's statements expressing concern that management proceed cautiously to ensure that local businesses do not suffer losses to their business.

It was agreed that management would prepare a report on the feasibility of providing pre-event dinners at Hamilton Place.

In respect of the shopping concourse at Copps Coliseum Alderman Murray advised that a study was completed by Barnicke and it was determined that considerable funding would be necessary to bring this area up to a suitable standard for leasing because of the poor roof lines, etc. (it is categorized as second rate space). As well, Alderman Murray cautioned that if an N.H.L. franchise is obtained, space at Copps Coliseum will be at a premium; all available space will likely be required. Alderman Gallagher advised that Mr. Gerry Patterson as recommended that nothing be done until the N.H.L. issue is decided. It was also clarified that a dining area for Copps Coliseum is part of a "master plan" for the facility but that again, nothing should be planned until the N.H.L. issue is decided.

In respect of the Short and Long Term HECFI Business Strategy Mr. Macaluso advised that the Business Plan is currently being developed identifying objectives over the next three to five years.

MOVED by Alderman Murray, seconded by Mr. Kwiatowski that

THE SHORT AND LONG TERM PLAN SUGGESTIONS PRESENTED BY MRS. MARY DOW BE RECEIVED AND DISTRIBUTED TO MANAGEMENT FOR THEIR CONSIDERATION.

MOTION CARRIED.

7.2 Women of the Year Banquet

The Board was advised that Board Member, Alison VanDuzer, has been nominated to be one of the Women of the Year candidates. It was

MOVED by Alderman Murray, seconded by Alderman Jackson that

ONE TABLE OF TEN BE PURCHASED ON H.E.C.F.I.'S BEHALF FOR THE 1989 WOMEN OF THE YEAR BANQUET, THURSDAY, FEBRUARY 1, 1990.

MOTION CARRIED.

7.3 CYO Celebrity Dinner March 1, 1990

MOVED by Mr. DeNardis, seconded by Alderman Drury that
**UP TO TWO TABLES OF TEN BE PURCHASED ON H.E.C.F.I.'S
BEHALF FOR THE CYO CELEBRITY DINNER MARCH 1, 1990.**

MOTION CARRIED. Alderman Merling opposed the motion.

Considerable discussion ensued in respect of the Board's attendance at community functions. Alderman Merling stated that the Board should limit purchase to one table of ten for each function, thereby allowing more flexibility in the Board's attendance at the many community functions taking place over the course of the year.

Alderman Murray stated that he believed that attendance at the functions is important in order to promote Hamilton and the three H.E.C.F.I. facilities; that the facility names should be more prominent (rather than H.E.C.F.I.) in the signage.

Concern was expressed by many Board Members that there are empty seats at many of the H.E.C.F.I. tables and that there should be commitment on behalf of Board Members to attend if tickets have been reserved on their behalf.

Alderman Drury suggested that H.E.C.F.I. donate to the various organizations rather than buy tickets to the events and that there should be some return to H.E.C.F.I.

Mr. DeNardis stated that Senior Management should also be in attendance at particular high profile events.

7.4 H.E.C.F.I. Budget Workshop

The Managing Director's January 15th memorandum which recommended that the Board of Directors schedule a one-half day Workshop to review the preliminary 1990 budgets was reviewed.

It was agreed that the Board would schedule the Workshop to take place Monday, January, 29th, or Tuesday, January 30th. The Board Secretary will poll Members to ascertain their availability.

8.5 Other Business

8.5.1 Hamilton Place Marquee

The Managing Director apprised the Board that a contract has been developed by the City's Legal Department and will be finalized by January 24th at which time it will be forwarded to Burton Kramer for review. Alderman Gallagher advised that the delay has been with the City's Legal Department.

9. In-Camera Motions

THE IN-CAMERA SESSION BE CONVENED.

THE IN-CAMERA MINUTES OF DECEMBER 15, 1989 BE APPROVED.

THE IN-CAMERA MINUTES OF SPECIAL MEETING DECEMBER 20, 1989 BE APPROVED.

H.E.C.F.I. APPROVE PAYMENT IN THE AMOUNT OF \$6,142.56. REPRESENTING TRAVELLING EXPENSES INCURRED BY MR. T. BURROWS WHILE ON THE CHINA, TOKYO AND HONG KONG TRIP.

MINIMUM RENTAL IN THE AMOUNT OF \$2,310. BE APPROVED FROM THE SPECIAL EVENTS SUBSIDY FUND FOR THE "TRIBUTE TO GEORGE WILLIAMS" EVENT SCHEDULED TO TAKE PLACE FRIDAY, MARCH 8, 1990 AT HAMILTON PLACE, GREAT HALL.

THE FLAT BASIC BUILDING FEE OF \$9,750. (WHICH INCLUDES ONE MOVE-IN DAY AND ONE EVENT DAY) INCURRED FOR THE USE OF COPPS COLISEUM BY "LECH WALESIA - WORKING TOGETHER FOR A BETTER WORLD" BE FINANCED BY THE H.E.C.F.I. SPECIAL EVENTS SUBSIDY FUND.

THE IN-CAMERA SESSION BE ADJOURNED.

10. Date of Next Meeting

Friday, February 16, 1990
8:00 a.m.
Hamilton Convention Centre
Room 314

11. Adjournment

MOVED by Mrs. Dow, seconded by Ms. VanDuzer that

THE REGULAR SESSION ADJOURN AT 9:45 A.M.

MOTION CARRIED.

TAKEN AS READ AND APPROVED

Alderman J. Gallagher, Chairman

Patricia Bennett, Secretary

URBAN MUNICIPAL

GOVERNMENT DOCUMENTS

4.1

H.E.C.F.I. Operating Budgets



Hamilton
Entertainment
and Convention
Facilities Inc.

101 York Boulevard
Hamilton, Ontario
Canada L8R 3L4
Tel. 416/527-7900

MEMO TO: H.E.C.F.I. BOARD OF DIRECTORS

FROM: Patricia Bennett
Secretary to the Board of Directors

DATE: February 12, 1990

SUBJECT: 1. H.E.C.F.I. AND C.U.P. 1990 OPERATING BUDGETS
2. H.E.C.F.I. AND C.U.P. 1990 TO 1994 CAPITAL BUDGETS

The following is an index of the documents which are enclosed.

	<u>ACTION REQUIRED:</u>
1. Minutes of the H.E.C.F.I. Budget Workshop held January 29, 1990.	Motion for Approval
2. February 12, 1990 memorandum from the Director of Finance and Administration.	Receive for Information
3. H.E.C.F.I. Consolidated Operating Budget Summary.	Receive for Information
4. Hamilton Place 1990 Operating Budget.	Motion for Approval
5. Hamilton Convention Centre 1990 Operating Budget.	Motion for Approval
6. Copps Coliseum 1990 Operating Budget.	Motion for Approval
7. Central Utilities Plant 1990 Operating Budget.	Motion for Approval
8. H.E.C.F.I. Corporate 1990 Operating Budget.	Motion for Approval
9. H.E.C.F.I. 1990 - 1994 Capital Budget	*Motion to Ratify
10. C.U.P. 1990 - 1994 Capital Budget.	*Motion to Ratify

Respectfully submitted,

Patricia Bennett
Secretary to the Board of Directors

*A quorum was not present at the Special Board meeting February 5, 1990. Capital Budgets were therefore approved by the Executive Committee and require full Board ratification.

Hamilton Entertainment and Convention Facilities Inc. manages and operates The Hamilton Convention Centre, Hamilton Place Theatre and Copps Coliseum on behalf of The Corporation of The City of Hamilton

HAMILTON ENTERTAINMENT AND
CONVENTION FACILITIES INC.

H.E.C.F.I. BUDGET WORKSHOP

Monday, January 29, 1990
8:00 a.m.
Hamilton Convention Centre
Room 314

PRESENT: Alderman J. Gallagher, Chairman
Alderman T. Jackson
Mr. W. McFarland
Mr. F. DeNardis
Ms. A. VanDuzer
Mr. M. Ryder
Mr. G. Kwiatowski

REGRETS: Mayor Morrow
Alderman D. Agostino
Alderman T. Murray
Alderman H. Merling
Alderman W. McCulloch
Alderman D. Drury
Mrs. M. Dow
Mr. W. Tidball
Mr. N. Levitt

ALSO PRESENT: Mr. G. Macaluso
Mr. J. Leuser
Mr. T. Burrows
Mr. J. Crane
Mr. B. Snetsinger
Mr. S. Dockman
Ms. P. Bennett

Alderman Gallagher convened the Workshop at 8:20 a.m. by advising that at the City's Finance and Administration Committee, all Boards, Commissions and Departments were advised that increases amounting to the rate of inflation were not acceptable. For H.E.C.F.I. this means budgeting at 2.5% below inflation.

The Managing Director took the floor and advised that there would be three presenters: (i) Mr. M. Ryder to present the Economic Impact Study; (ii) Mr. J. Leuser to present the 1990 Budget Overview; and (iii) Mr. B. Snetsinger to present the HECFI 1990 Marketing Plan Outline. Background documents relative to all presentations were circulated.

Discussion followed the presentations and included the following:

- agreement to investigate the feasibility of negotiating H.E.C.F.I.'s sharing in parking revenue;
- agreement to investigate the feasibility of charging other Boards/departments for C.U.P. services;
- the Director of Finance proposed charge-backs of \$35,000. representing Finance and Administration staff time and \$70,000. representing Copps Coliseum staff time to administer the Central Utilities Plant;
- in order to comply with the City's budget deadlines, it will be necessary for special Standing Committee meetings and a special Board meeting to be scheduled;
- funds have been allocated in the City's contingency for Pay Equity to cover requirements of local Boards (other than H.E.C.F.I. which has been excluded) such as the Parking Authority and the Hamilton Public Library;
- management have pared a preliminary budget of \$3.3 million down to \$2.8 million;

- the Managing Director stated that in order to promote and co-promote an amount of \$200,000 will be allocated to the Marketing and Sales budget;
- Alderman Gallagher circulated budget worksheets and proposed that the suggested format be utilized in order to provide Board Members with concise, easily understood net profit/loss statements.

Management was directed to review the operating budgets with the view of submitting a request for a municipal contribution not to exceed \$2.5 million and that the implications of the deletions be clearly documented. It was agreed that the costs associated with Pay Equity would be listed as a separate cost.

The Budget Workshop adjourned at 12:10 p.m.

TAKEN AS READ AND APPROVED.

Alderman J. Gallagher, Chairman

Patricia Bennett, Secretary



**Hamilton
Entertainment
and Convention
Facilities Inc.**

101 York Boulevard
Hamilton, Ontario
Canada L8R 3L4
Tel. 416/527-7900

John A. Leuser, C.A.
FROM Director of Finance and Administration **DATE** February 12, 1990
Name & Title

FOR ACTION ☒

FOR INFORMATION ☐

TO: BOARD XXX

(OR)

Committee

SUBJECT

1990 Operating Budget for HECFI

RECOMMENDATION

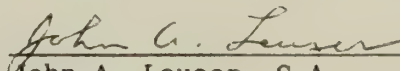
That the 1990 Operating Budget for HECFI (attached) be recommended to the City's Finance and Administration Committee for approval.

Note: A summary of the municipal contribution is as follows:

	1989	1990	Increase <Decrease>	
			Amount	%
Municipal Contribution				
- Regular	\$2,465,320	\$2,205,320	<\$260,000>	<10.5%>
Municipal Contribution				
- Compensation/Pay				
Equity	--	396,860	396,860	
	<u>\$2,465,320</u>	<u>\$2,602,180</u>	<u>\$ 136,860</u>	<u>5.6%</u>

BACKGROUND

Attached is the applicable budget material. The operating budget reflects the cuts proposed during the Committee review process, as well as, the proposed realignment of full-time staff. Additional cuts of approximately \$6,000 were made by management in order to arrive at a total cut of \$260,000. These cuts were made in the Corporate Division after a further update of expected 1989 actuals was done.


John A. Leuser, C.A.
Director of Finance
and Administration

JAL:he

Attachments

**H.E.C.F.I. Consolidated
Operating Budget Summary**

Projected 1989 Actuals		Budget Estimates		Increase <Decrease>	
		1989	1990	Amount	%
Revenue:					
\$3,760,200	Hamilton Convention Centre	\$2,912,000	\$3,850,000	\$938,000	32.2%
1,329,360	Hamilton Place	1,382,380	1,618,910	236,530	17.1%
1,437,154	Copps Coliseum	2,082,010	1,942,380	(139,630)	(6.7%)
426,600	Box Office	449,800	456,100	6,300	1.4%
136,400	Other Revenue	73,000	91,960	18,960	26.0%
\$7,089,714	Total Revenue	\$6,899,190	\$7,959,350	\$1,060,160	15.4%
Expenditures:					
\$3,248,064	Hamilton Convention Centre	\$2,991,410	\$3,610,900	\$619,490	20.7%
2,309,173	Hamilton Place	2,038,490	2,293,220	254,730	12.5%
1,708,963	Copps Coliseum	1,927,140	1,906,450	(20,690)	(1.1%)
999,420	Marketing/Sales	1,081,390	1,234,020	152,630	14.1%
592,230	Finance & Administration	609,980	629,170	19,190	3.1%
462,090	Box Office	481,090	522,120	41,030	8.5%
235,094	Managing Director/CEO	235,010	191,510	(43,500)	(18.5%)
-	Admin. - Board/Committees	-	174,140	174,140	-
\$9,555,034		\$9,364,510	\$10,561,530	\$1,197,020	12.8%
Excess of Expenditures					
\$2,465,320	Over Revenue	\$2,465,320	\$2,602,180	\$396,860	16.1%
Municipal Contribution:					
Municipal Contribution					
-Regular		\$2,465,320	\$2,205,320	(\$260,000)	(10.5%)
Municipal Contribution					
-Compensation/Pay Equity		-	396,860	396,860	
		\$2,465,320	\$2,602,180	\$136,860	5.6%



HAMILTON
PLACE
THEATRE

Box 2080, Station A
Hamilton, Ontario
Canada L8N 3Y7
Tel. 416 525-3100

REPORT TO THE BOARD OF DIRECTORS
FROM THE SPECIAL HAMILTON PLACE COMMITTEE MEETING
OF FEBRUARY 2, 1990

The Hamilton Place Committee presents its SECOND report
for 1990 and recommends the following:

1. 1990 Operating Budget

That the Hamilton Place Operating Budget for 1990 be
sent forward to the Board of Directors along with a
breakdown of salaries and wages from the Director of
Finance and Administration.

Marsha Taylor for

Alderman Henry Merling, Chairman

Marsha Taylor

Marsha Taylor, Secretary to the Committee

**THE HAMILTON ENTERTAINMENT
AND CONVENTION FACILITIES INC.**

**HAMILTON PLACE THEATRE
1990 OPERATING BUDGET OVERVIEW**

	<u>BUDGET ESTIMATES</u>		<u>Increase (Decrease) Over 1989 Estimates</u>	
	<u>1989</u>	<u>1990</u>	<u>Amount</u>	<u>Percentage</u>
Revenues	\$1,382,380	\$1,618,910	\$236,530	17.1%
Expenditures	<u>2,038,490</u>	<u>2,293,220</u>	<u>254,730</u>	<u>12.5%</u>
Funding Requirement from the City of Hamilton, <u>exclusive</u> of the cost of services provided by the Corporate Division	<u>\$ 656,110</u>	<u>\$ 674,310</u>	<u>\$ 18,200</u>	<u>2.8%</u>

Note: The Corporate Division is primarily a cost centre that provides the facility with financial; administrative, box office and marketing/sales support and services. The expenditures total above of \$2,293,220 for 1990 does not reflect a chargeback from the Corporate Department for these services, since it has not been our practice to allocate these charges back to each of the facilities.

The Hamilton Entertainment and Convention Facilities Inc.
Hamilton Place Theatre
1990 Operating Budget

Increase In 1990 Operating Expenditures

\$254,730

Increase Accounted For As Follows:

- Expenditures Charged Back As Event Charges:	
IATSE Labour & Benefit Costs	\$121,310
Advertising	72,030
Musicians	<u>15,740</u>
	\$209,080
- Transfer of secretarial position to Administration - Board/Committees Section in Corporate Division, effective February 19, 1990	<24,000>
- Cost of Living Adjustment On Full-Time Non-Union Salaries	17,190
- Vacation Pay-Out In 1990 To Employee Retiring (Estimate)	10,723
- Anniversary Merit Increase On Full-Time Non-Union Salaries	1,005
- Compensation/Pay Equity Study Adjustment On Wages, Including The Cost Of Benefits	13,053
- Share With Copps Coliseum The Cost Of Converting The Usherette Supervisor Part-Time Position To Full-Time, Effective March 5, 1990	1,180
- New Payroll Tax To Replace OHIP Premiums	9,400
- Blue Cross Rate Increase Of 10%	6,059
- C.P.P. Rate Increase of 10%	1,349
- U.I.C. Rate Increase of 23%	5,239
- Other Accounts - i.e. Supplies, Repairs and Maintenance, Equipment, Telephones, Insurance, Travelling, Entertainment, Etc.	<u>4,452</u>
	<u>\$254,730</u>

1990 BUDGET WORKSHEET - FORM NO.1

COMPANY H. E. C. P. 1.

DEPARTMENT HAMILTON PLACE THEATRE

PAGE 1
BUDGET 90
02/09/90

REVENUE ESTIMATES

ACCOUNT (1)	DESCRIPTION (2)	1989 ACTUAL (3)	1989 ESTIMATE (4)	ADJUSTMENT TO 1989 ESTIMATE INCREASE+ DECREASE- (5)	INFLA- TIONARY COST (6)	1990 ORIGINAL ESTIMATE (4)+(5)+(6) (7)	COMMITTEE ADJUSTMENT INCREASE+ DECREASE- (8)	1990 CONSULTANT APPROPRIA- TION (7)+(8) (9)	AMOUNT PERCENT (9)-(7) (10/7)	INCREASE + DECREASE - OVER 1989 ESTIMATE
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** CENTER 82012 RENTALS & LICENCE FEES

441GH GREAT HALL-HAMILTON PLACE	95,500-	295,000	13,100	15,400	323,500	323,500	323,500	323,500	9.7	28,500
441ST STUDIO THEATRE-HAM. PLACE	60,000	64,000		3,200	67,200	67,200	67,200	67,200	5.0	3,200
TOTALS	35,500-	359,000	13,100	18,600	390,700	390,700	390,700	390,700	8.8	31,200

** CENTER 82015 OTHER RENTALS

44201 MEETING ROOMS-HAM. PLACE	2,600	4,900		250	5,150	5,150	5,150	5,150	5.1	250
44202 HAMILTON PHILHARMONIC	20,790	20,790		1,040	21,830	21,830	21,830	21,830	5.0	1,040
44203 HECFI MARKETING & SALES	11,660	11,660	11,660-						100.0-	11,660-100.0-
44204 HAM. & REG. ARTS COUNCIL	7,400	7,400		400	8,300	8,300	8,300	8,300	5.1	400
44205 OPERA HAMILTON	9,560	9,560		480	10,040	10,040	10,040	10,040	5.0	480
44206 BACH ELGAR CHAIR	4,930	4,930		250	5,180	5,180	5,180	5,180	5.1	250
44207 GERITOL FOLLIES	3,100	3,100		150	3,250	3,250	3,250	3,250	4.8	150
44210 RENAISSANCE THEATRE	6,900	6,900	1,520-	340	7,240	7,240	7,240	7,240	4.9	340
44219 COMPUTER SIGN	1,050	1,050		20	1,100	1,100	1,100	1,100	4.8	50
44255 PIANO										
TOTALS	71,490	72,360	13,230-	2,960	62,090	62,090	62,090	62,090	14.2-	10,270-

** CENTER 82017 RECOVERIES

48008 STAGE HANDS SERVICES	600,000	444,820	100,000	27,240	572,060	572,060	572,060	572,060	28.6	127,240
48009 ADVERTISING	300,000	180,580	60,000	12,030	252,610	252,610	252,610	252,610	39.9	72,030
48010 MONTHLY CALENDAR	12,000	10,450	1,550	600	12,600	12,600	12,600	12,600	20.6	2,150
48011 HOUSE PROGRAM-ADVERTISING	22,600	31,350	31,350-						100.0-	31,350-100.0-
48015 MUSICIANS	68,000	42,010	12,990	2,750	57,750	57,750	57,750	57,750	37.5	15,740
48016 OTHER SERVICES & COSTS	45,000	31,350	8,650-	1,130	23,830	23,830	23,830	23,830	24.0-	7,520-
TOTALS	1,047,600	740,560	134,540	43,750	918,850	918,850	918,850	918,850	24.1	178,290

** CENTER 82019 OTHER REVENUE

48102 COMMISSION-SOUVENIR, ETC.	3,000	5,960	2,040	400	8,400	8,400	8,400	8,400	40.9	2,440
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1990 BUDGET WORKSHEET - FORM NO. 1
EXPENDITURE ESTIMATES

COMPANY H. E. C. F. I.
DEPARTMENT HAMILTON PLANT HEALTH

INCREASE +
DECREASE -
OVER 1989
ESTIMATE

1990
RESULTANT
APPROPRIA
TION
(7)

COUNCIL/
COMMITTEE
ADJUSTMENT
INCREASE +
DECREASE -
(8)

1990
ORIGINAL
ESTIMATE
(4)

INFLA-
TIONARY
COST
(6)

ADJUSTMENT
TO 1989
ESTIMATE
INCREASE +
DECREASE -
(5)

1989
ESTIMATE
(4)

1989
ACTUAL
(3)

AMOUNT PERCENT
(9-10) (11)

ACCOUNT DESCRIPTION
(1) (2)

** CENTER 82011 ADMINISTRATION

51000 SALARIES & WAGES	240,120	238,920	20,130-	10,860	229,650	229,650	9,270-	3.9-
51003 SALARIES-AGENCIES		1,200		50	1,250	1,250	50	4.2
51200 EMPLOYEE BENEFITS	34,000	38,940	3,870-	4,960	39,630	39,630	690	1.8
51224 MEMBERSHIPS								
53202 PROPERTY TAX	7,100	7,100		600	7,700	7,700		
53405 COLLECTION AGENCY FEES	300	300			300	300		
53504 FIDELITY (D & D)	1,200		1,200		1,200	1,200		
53508 FIRE ON CIVIC BUILDINGS	38,000	44,000	7,500-		36,500	36,500		
53512 DIR. & OFFICERS LIABILITY	250		250		250	250		
53513 ACCIDENT, DEATH & DISMEM	500		500-					
53607 MEETINGS-M.P.T. COMMITTEE	2,400	2,400						
54112 PROV. FOR DOUBTFUL ACCTS	6,000	6,000						
55201 TRAVELLING COURSES	4,000	6,000						
55206 ENTER., MEETINGS & RECEP.	11,500	11,500						
56001 POSTAGE	3,800	3,800						
56006 SUBSCRIPTIONS/MEMBERSHIP	3,600	4,460						
56149 OPER. PURCHASES/SERVICES	16,500	18,500						
56301 TELEPHONE	5,400	3,240						
56603 RENT-OFFICE EQUIPMENT	5,650	5,650						
56610 RENT-CAR POOL	1,500	3,010						
57101 EQUIPMENT REPAIRS & MAIN								
58001 OFFICE EQUIPMENT	388,430	402,670						
TOTALS								

** CENTER 82021 MAINTENANCE

51000 SALARIES & WAGES	73,045	72,070	7,480	5,690	85,240	85,240	13,170	18.3
51200 EMPLOYEE BENEFITS	8,360	10,270		1,480	11,750	11,750	1,480	16.4
56101 CLEANING/WASHROOM SUP.	8,000	7,480		400	8,400	8,400	920	12.3
56103 OPERATING SUPPLIES	600	630		30	630	630		

1990 BUDGET WORKSHEET - FORM NO. 1

EXPENDITURE ESTIMATES

PAGE 4
BUDGET 90
02/09/90

COMPANY H. E. C. F. I.

DEPARTMENT HAMILTON PLACE THEATRE

INCREASE +
DECREASE -
OVER 1989
ESTIMATE

COUNCIL/
COMMITTEE
ADJUSTMENT
INCREASE +
DECREASE -
(8)

1990
ORIGINAL
ESTIMATE
(4,5,6)
(7)

INFLA-
TIONARY
COST
(6)

ADJUSTMENT
TO 1989
ESTIMATE
INCREASE +
DECREASE -
(5)

1989
ESTIMATE
(4)

1989
ACTUAL
(3)

DESCRIPTION
(2)

ACCOUNT
(1)

AMOUNT PERCENT
(9-10) (10-11)

56149	OPER. PURCHASES/SERVICES	1,770	820	950	90	1,860	1,860	1,040	126.8
56303	WATER RATES & SEWER	5,130	5,130	300	270	5,700	5,700	570	11.1
56319	CARTRIDGE DISPOSAL-TRICIL	2,550	1,200	850	120	2,620	2,620	970	57.1
56331	WINDOW CLEANING	6,500	7,520	1,020	330	6,830	6,830	690	9.2
56362	GENERAL CLEANING	65,000	57,500	7,500	3,250	68,250	68,250	10,750	18.7
56398	CONTRACTUAL-OTHER	17,000	15,000	2,000	850	17,850	17,850	2,850	19.0
57116	CLOCK REPAIRS & MAINT.	960	960		40	1,000	1,000	40	4.2
57117	CUP EQUIPMENT-REM	35,220	34,570		2,400	36,970	36,970	2,400	6.9
57200	GROUNDWORK REPAIRS	4,000	4,000		200	4,200	4,200	200	5.0
57301	BUILDING REPAIR & MAINT.	22,500	37,600		1,880	39,480	39,480	1,880	5.0
57302	ELEVATOR/ESCALATOR-REM	17,330	12,660	330	870	18,200	18,200	540	3.1
57314	LIGHTING REPAIRS	12,800	12,800		640	13,440	13,440	640	5.0
58004	OFFICE FURNISHINGS		3,180		100	2,100	2,100		
	TOTALS	281,065	288,890	17,040	18,640	324,570	324,570	35,680	12.4

** CENTER 82031	MEETING ROOMS								
51000	SALARIES & WAGES	1,820	2,000	180	180	2,000	2,000	2,000	130
51200	EMPLOYEE BENEFITS	120	120		10	130	130	130	
56103	OPERATING SUPPLIES	100	280	20	20	280	280	280	
56361	LAUNDRY SERVICES	300	320	20	20	320	320	320	
	TOTALS	2,340	2,600	100	230	2,730	2,730	2,730	130

** CENTER 82032	FRONT OF HOUSE								
51000	SALARIES & WAGES	10,639	15,880	9,760	1,690	27,330	27,330	11,450	72.1
51110	WAGES-USHERS/TICKETS	110,000	90,000		10,990	100,000	100,000	10,000	11.1
51200	EMPLOYEE BENEFITS	3,900	7,020		20	8,010	8,010	8,010	
56102	FIRST AID SUPPLIES	300	320	20	20	320	320	320	
56104	UNIFORMS & ACC.	1,800	1,800		510	11,000	11,000	9,200	511.1
56149	OPER. PURCHASES/SERVICES	1,400	1,400		120	2,200	2,200	1,560	132.8
56361	LAUNDRY SERVICES	1,100	1,250	150	50	1,150	1,150	100	8.0
	TOTALS	129,339	117,430	19,700	13,380	150,510	150,510	33,080	28.2

CENTRE 82032

COMPANY H. E. C. F. I.
DEPARTMENT HAMILTON PLACE THEATRE

1990 BUDGET WORKSHEET - FORM NO. 1
EXPENDITURE ESTIMATES

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02/09/90

ACCOUNT	DESCRIPTION (1)	1989 ACTUAL (2)	1989 ESTIMATE (3)	ADJUSTMENT TO 1989 ESTIMATE INCREASE+ DECREASE- (4)	INFLA- TIONARY COST (5)	1990 ORIGINAL ESTIMATE (6)	COMMITTEE ADJUSTMENT INCREASE+ DECREASE- (7)	1990 RESULTANT APPROPRIA- TION (8)	INCREASE + DECREASE - OVER 1989 ESTIMATE (9)	PERCENT (10)	PERCENT (11)
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** CENTER 82033 OPERATION - SPECIFIC SHOW EXPENSES

51000	SALARIES & WAGES	411,000	312,330	74,370	19,340	406,040		406,040	93,710	30.0	
51200	EMPLOYEE BENEFITS	54,000	47,000	7,380	4,860	59,240		59,240	12,240	26.0	
56149	OPER. PURCHASES/SERVICES	40,000	27,260	3,760	1,000	24,500		24,500	2,760	10.1	
56501	ADVERTISING & PROMOTION	300,000	180,580	60,000	12,030	252,610		252,610	72,630	39.2	
56504	MUSICIANS	68,000	42,010	12,990	2,750	57,750		57,750	13,740	37.5	
CENTRE 82033	TOTALS	873,000	609,180	150,980	39,980	800,140		800,140	190,960	31.3	

** CENTER 82034 STAGE PROPERTY

51000	SALARIES & WAGES	230,000	228,800		12,560	241,360		241,360	12,560	5.5	
51200	EMPLOYEE BENEFITS	32,000	36,690		2,800	39,490		39,490	2,800	7.6	
56103	OPERATING SUPPLIES	1,500	1,500		80	1,580		1,580	80	5.3	
56105	SMALL TOOLS	1,100	690	110	40	840		840	150	21.7	
56142	OPER. SUPPLIES-SOUND	11,050	11,050	1,900	650	13,600		13,600	2,550	23.1	
56143	OPER. SUPPLIES-CARPENTRY	2,000	2,720		130	2,850		2,850	130	4.0	
56144	OPER. SUPPLIES-STUDIO	6,690	5,640	1,050	330	7,020		7,020	1,380	24.5	
56145	OPER. SUPPLIES-ELECTRIC	19,000	19,000		760	19,760		19,760	1,760	4.0	
57321	STAGE REPAIRS	5,500	5,820	320	280	6,420		6,420	920	1.1	
58008	OPER. EQUIPMENT-ELECTRIC	15,210	14,790	420	760	15,970		15,970	1,180	8.0	
58009	OPER. EQUIPMENT-SOUND	9,000	13,000	1,900	750	15,650		15,650	2,650	20.4	
58010	OPER. EQUIPMENT-PROPS	3,220	3,220	280	180	3,680		3,680	460	14.3	
CENTRE 82034	TOTALS	342,270	342,970	5,290	19,320	367,580		367,580	24,610	7.2	

** CENTER 82037 SECURITY

51000	SALARIES & WAGES	55,880	54,500	1,330	5,800	61,630		61,630	7,130	13.1	
51200	EMPLOYEE BENEFITS	3,000	6,300	300	690	7,290		7,290	1,990	15.1	
56103	OPERATING SUPPLIES	140	140		10	150		150	10	7.1	
56361	LAUNDRY SERVICES	130	130		10	140		140	10	7.7	
CENTRE 82037	TOTALS	59,150	61,070	1,630	6,510	69,210		69,210	8,140	13.3	

Department: Hamilton Place -
Administration

H.E.C.F.I.
1990 SCHEDULE OF MEMBERSHIPS & SUBSCRIPTIONS

Account No.	Staff Name	Description	1990 Estimate	Rationale
HE 56006 82011	Memberships:			
	Tom Burrows	Association of Theatrical Press Agents and Managers	\$ 130.00	
	Tom Burrows	Chamber of Commerce	200.00	
	Robert Ellison	Administrative Management Society	100.00	
	Hamilton Place	Theatre Ontario	75.00	
	Tom Burrows	International Society of Performing Arts		
	Robert Ellison	Administrators (One Membership)	200.00	
	Hamilton Place	Canadian Conference of the Arts	250.00	
	Tom Burrows	International Association of Auditorium Mangers (One Membership)	315.00	
	Robert Ellison	Contingency & Miscellaneous	160.00	
	Subscriptions:			
HE 56006 82011		Performance Magazine	345.00	
		Hamilton Spectator	160.00	
		Toronto Star	200.00	
		Globe & Mail	200.00	
		TOTAL		

Form No. 2

Department: Hamilton Place -
Administration

H.E.C.F.I.
1990 SCHEDULE OF MEMBERSHIPS & SUBSCRIPTIONS

Account No.	Staff Name	Description	1990 Estimate	Rationale
HE 56006 82011	Subscriptions:			
		New York Times	\$ 330.00	
		Variety	140.00	
		Contingency & Miscellaneous	295.00	

TOTAL

\$3,100.00

**H. E. C. F. I.
1990 SCHEDULE OF STAFF PARKING**

<u>Staff Name</u>	<u>1990 Estimate</u>	<u>Rationale</u>
Thomas B. Burrows Director of Hamilton Place	\$ 900	Senior Position Evening/Weekend Work
Robert Ellison Assitant Director	\$ 900	Senior Position Evening/Weekend Work
Jim Elder Front of House Operations Manager	<u>\$ 900</u>	Evening/Weekend Work
TOTAL	<u><u>\$2,700</u></u>	

Department: Hamilton Place

H.E.C.F.I.
1990 SCHEDULE OF TRAINING COURSES

<u>Account No.</u>	<u>Staff Name</u>	<u>Description of Courses</u>	<u>1990 Estimate</u>	<u>Rationale</u>
HE 55204-82011	Mary Howarth	Word Perfect	\$300	Upgrade skills of current employee
	Mary Murray	Word Perfect	300	Upgrade skills of current employee
	Marsha Taylor	Word Perfect Refresher	300	Upgrade skills of current employee

TOTAL

 \$900

FORM NO. 5

Rev. 89/09

CITY OF HAMILTON

1990 SCHEDULE OF CONVENTIONS AND CONFERENCES

Date January, 1990

H.E.C.F.I.

Department/Local Board

Centre

Hamilton Place Administration

Name of Event	Place to be Held	Dates of Event	Proposed to Attend (Name and Position)	Estimated Cost
Travel to New York based contacts	New York City	T.B.A.	Tom Burrows, Director of Hamilton Place	
Annual Meeting of I.S.P.A.A.	New York City	December 10-15	Tom Burrows, Director of Hamilton Place	
One I.A.A.M. Conference, District National	T.B.A.	T.B.A.	Tom Burrows, Director of Hamilton Place or Robert Ellison, Assistant Director of Hamilton Place	
Other Trips as required to secure bookings, e.g., London or other European Cities	T.B.A.	T.B.A.	Tom Burrows, Director of Hamilton Place or Robert Ellison, Assistant Director of Hamilton Place	
Association Meetings in Ontario and throughout Canada	T.B.A.	T.B.A.	Tom Burrows, Director of Hamilton Place or Robert Ellison, Assistant Director of Hamilton Place	
TOTAL - "Travelling" Account 55201				\$ 5,000.00



HAMILTON
CONVENTION
CENTRE

115 King Street West
Hamilton, Ontario
Canada L8P 4T9
Tel. 416/523-5883

**REPORT TO THE BOARD OF DIRECTORS, HECFI
FROM THE HECFI EXECUTIVE COMMITTEE SPECIAL MEETING
HELD ON MONDAY, FEBRUARY 5, 1990**

The HECFI Executive Committee presents its **REPORT** from a **SPECIAL MEETING** held on Monday February 5, 1990 and respectfully recommends:-

THAT THE OPERATING BUDGET FOR THE HAMILTON CONVENTION CENTRE FOR THE YEAR 1990 BE REDUCED BY A TOTAL OF \$150,000 AND PRESENTED TO THE BOARD OF DIRECTORS OF HECFI FOR THEIR CONSIDERATION AND ULTIMATE RECOMMENDATION TO CITY COUNCIL

Respectfully submitted,

**Alderman John Gallagher, Chairman
HECFI Executive Committee**

**William J. Tidball, Chairman
Hamilton Convention Centre Committee**

**B. Goddard, Secretary
Hamilton Convention Centre Committee**

**THE HAMILTON ENTERTAINMENT
AND CONVENTION FACILITIES INC.**

**HAMILTON CONVENTION CENTRE
1990 OPERATING BUDGET OVERVIEW**

	<u>BUDGET ESTIMATES</u>		<u>Increase (Decrease) Over 1989 Estimates</u>	
	<u>1989</u>	<u>1990</u>	<u>Amount</u>	<u>Percentage</u>
Revenues	\$2,912,000	\$3,850,000	\$ 938,000	32.2%
Expenditures	<u>2,991,410</u>	<u>3,610,900</u>	<u>619,490</u>	<u>20.7%</u>
Funding Requirement from the City of Hamilton, <u>exclusive</u> of the cost of services provided by the Corporate Division	<u>\$ 79,410</u>	<u>\$ (239,100)</u>	<u>\$(318,510)</u>	

Note: The Corporate Division is primarily a cost centre that provides the facility with financial, administrative and marketing/sales support and services. The expenditures total above of \$3,610,900 for 1990 does not reflect a chargeback from the Corporate Department for these services, since it has not been our practice to allocate these charges back to each of the facilities.

**The Hamilton Entertainment and Convention Facilities Inc.
Hamilton Convention Centre
1990 Operating Budget**

Increase In 1990 Operating Expenditures \$619,490

Increase Accounted For As Follows:

Variable Costs Which Have Been Increased
As A Result Of Increasing Budgeted Food
And Beverage Revenue:

- Food Costs	\$126,000	
- Beverage Costs	39,440	
- Kitchen Operating Supplies	3,000	
- Linen Cleaning	6,500	
- Cleaning/Washroom Supplies	4,000	
- Garbage Disposal Costs	4,500	
- Janitorial Cleaning	2,000	
- Silver Purchases	3,000	
- Linen Purchases	<u>1,000</u>	
		189,440
- Cost of Living Adjustment on Full-Time Non-Union Salaries		42,030
- Anniversary Merit Increases on Full-Time Non-Union Salaries		26,740
- Compensation/Pay Equity Study Adjustment on Wages, Including The Cost of Benefits		306,000
- Cost of Converting a Net Of 10 Part-Time Positions to Full-Time Effective March 5, 1990		21,860
- New Payroll Tax to Replace OHIP Premiums		25,550
- Blue Cross Rate Increase of 10%		3,456
- C.P.P. Rate Increase of 10%		3,200
- U.I.C. Rate Increase of 23%		8,800
- Contractual Security - an increase of 25.0% in order to reflect higher levels of activity as realized in 1989 plus an hourly rate increase of approximately 20% resulting from the recent new tender. Note: management increased the fair wage paid to guards by \$1.00 an hour.		28,000
Audio Visual And I.A.T.S.E. Services Which Are Billed To Clients And Hence Recovered		38,680
Other Costs - Net Reduction		<u><74,266></u>
Total Increase In 1990 Operating Expenditures		<u>\$619,490</u>

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COMPANY H. E. C. F. I.

DEPARTMENT HAMILTON CONVENTION CENTRE

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ACCOUNT (1)	DESCRIPTION (2)	1989 ACTUAL (3)	1989 ESTIMATE (4)	ADJUSTMENT TO 1989 ESTIMATE INCREASE+ DECREASE- (5)	INFLA- TIONARY COST (6)	1990 ORIGINAL ESTIMATE (4+5+6) (7)	COUNCIL COMMITTEE ADJUSTMENT INCREASE+ DECREASE- (8)	1990 RESULTANT APPROPRIA- TION (7+8) (9)	INCREASE + DECREASE - OVER 1989 ESTIMATE	
									AMOUNT (9-4) (10)	PERCENT (10/4) (11)

** CENTER 81012 RENTALS & LICENCE FEES

441AR ALBION ROOM	72,000	62,000	1,300	12,700	76,000	76,000		76,000	14,000	22.6
441CB CHEDoke BANQUET HALL	194,000	189,000	4,000	9,000	194,000	194,000		194,000	5,000	2.6
441WH WENTWORTH HALL EXHIBITION	195,500	146,000	36,000	16,000	198,000	198,000		198,000	52,000	35.6
441MR MEETING ROOM	76,500	57,000	5,200	16,800	79,000	79,000		79,000	22,000	38.6
44101 MEETING ROOM NO. 201	4,600	3,000	400	600	4,000	4,000		4,000	1,000	33.3
44102 MEETING ROOM NO. 202	13,600	18,000	3,000	3,000	18,000	18,000		18,000	1,000	11.1
44103 MEETING ROOM NO. 203	10,600	9,000	200	1,200	10,000	10,000		10,000	1,000	11.1
44104 MEETING ROOM NO. 204	500	1,000	250	750	500	500		500	1,000	25.0
44105 MEETING ROOM NO. 205	6,000	4,000	1,100	3,400	8,000	8,000		8,000	1,000	6.3
44106 MEETING ROOM NO. 206	8,000	16,000	2,400	3,400	17,000	17,000		17,000	1,000	6.3
44114 MEETING ROOM NO. 314	20,000	16,000	2,400	3,400	17,000	17,000		17,000	1,000	6.3
TOTALS	600,000	513,000	32,450	64,550	610,000	610,000		610,000	97,000	18.9
CENTRE 81012										

** CENTER 81015 OTHER RENTALS

44210 RENTAL-EQUIPMENT/STAGE	12,000	6,000	4,000	10,000	10,000	10,000		10,000	4,000	66.7
44211 RENTAL-WINDOWS-KING/SUMM	16,000	14,000	2,000	16,000	16,000	16,000		16,000	2,000	14.3
44255 PIANO	3,000	2,000	1,000	3,000	3,000	3,000		3,000	1,000	50.0
TOTALS	31,000	22,000	7,000	29,000	29,000	29,000		29,000	7,000	31.8
CENTRE 81015										

** CENTER 81017 RECOVERIES

48001 AUDIO VISUAL-COSTS	115,000	65,000	34,320	5,000	104,320	104,320		104,320	39,320	60.5
48002 COOKS	320		500		500	500		500	500	156.3
48003 CASHIERS	1,800	1,800		200	2,000	2,000		2,000	3,000	214.3
48004 BANQUET SERVICE STAFF	4,100	1,400	2,700	300	4,400	4,400		4,400	2,800	155.6
48005 PORTERS	3,200	1,800	1,200	1,600	4,600	4,600		4,600	500	20.0
48006 JANITORIAL SERVICES	3,000	2,500	500	2,000	3,000	3,000		3,000	7,000	233.3
48007 SECURITY SERVICES	14,000	9,000	5,000	2,000	16,000	16,000		16,000	5,680	40.6
48008 STAGE HANDS SERVICES	3,000		5,680		5,680	5,680		5,680		

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DEPARTMENT HAMILTON CONVENTION CENTRE

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ACCOUNT (1)	DESCRIPTION (2)	1989 ACTUAL (3)	1989 ESTIMATE (4)	ADJUSTMENT TO 1989 ESTIMATE INCREASE+ DECREASE- (5)	INFLA- TIONARY COST (6)	1990 ORIGINAL ESTIMATE (5+5+6) (7)	COUNCIL/ COMMITTEE ADJUSTMENT INCREASE+ DECREASE- (8)	1990 RESULTANT APPROPRIA- TION (7+8) (9)	AMOUNT PERCENT (9-3) (10) (11)	INCREASE + DECREASE - OVER 1989 ESTIMATE
48016	OTHER SERVICES & COSTS	12,000	12,000			12,000		12,000		
	TOTALS	156,420	93,500	49,900	9,100	152,500		152,500	59,000	63.1
CENTRE 81017										
** CENTER 81019	OTHER REVENUE	90,000	58,000	37,000		95,000		95,000	37,000	63.8
48101	COMMISSIONS-SUPPLIERS	1,400	1,200	200		1,400		1,400	200	16.7
48102	COMMISSION-SOUVENIR, ETC.	1,300	400	800	100	1,300		1,300	900	225.0
48103	BELL CANADA COMMISSION	12,000	7,000	5,000	4,000	16,000		16,000	9,000	128.6
48104	ADMINISTRATION FEES	4,000	1,900	1,100		3,000		3,000	1,100	57.9
48105	COAT CHECK	2,600	2,000	1,000		3,000		3,000	1,000	50.0
48108	TOBACCO SALES									
48110	MISCELLANEOUS	111,300	70,500	45,100	4,100	119,700		119,700	49,200	69.8
CENTRE 81019	TOTALS									
** CENTER 81050	FOOD & BEVERAGE	2,026,200	1,559,000	302,860	242,040	2,103,900		2,103,900	544,900	35.0
44210	RENTAL-EQUIPMENT/STAGE	30,000	90,000	40,000		130,000		130,000	50,000	33.3
44301	FOOD/CATERING SALES	267,280	225,000	37,900	16,000	278,900		278,900	53,900	24.0
44302	COFFEE, TEA, JUICE ETC.	135,000	112,000	15,620	6,380	134,000		134,000	22,000	19.6
44303	LIQUOR	265,000	202,000	41,810	12,190	256,000		256,000	54,000	26.7
44304	BEER	38,000	25,000	2,000	9,000	36,000		36,000	11,000	44.0
44305	WINE									
44306	SOFT DRINKS-BAR & PUNCH									
CENTRE 81050	TOTALS	2,861,480	2,213,000	440,190	285,610	2,938,800		2,938,800	725,800	32.8
DEPARTMENT TOTALS		3,760,200	2,912,000	574,640	363,360	3,850,000		3,850,000	938,000	32.2

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DEPARTMENT HAMILTON CONVENTION CENTRE											
ACCOUNT (1)	DESCRIPTION (2)	1989 ACTUAL (3)	1989 ESTIMATE (4)	ADJUSTMENT TO 1989 ESTIMATE + INCREASE - DECREASE (5)	INFLA- TIONARY COST (6)	1990 ORIGINAL ESTIMATE (4+5+6) (7)	COUNCIL ADJUSTMENT INCREASE + DECREASE - (8)	1990 RESULTANT APPROPRIA- TION (7+8) (9)	INCREASE + DECREASE - OVER 1989 ESTIMATE		
									AMOUNT (9-4) (10)	PERCENT (10/4) (11)	
** CENTER 81011 ADMINISTRATION											
51000	SALARIES & WAGES	116,900	189,370	16,930-	8,930	181,370		181,370	8,000-	4.2-	
51003	SALARIES-AGENCIES	6,300	2,000	3,000		5,000		5,000	3,000	150.0	
51200	EMPLOYER BENEFITS	18,000	29,370	380-	2,030	31,020		31,020	1,650	5.6	
51224	MEMBERSHIPS	500	500			500		500			
53405	COLLECTION AGENCY FEES	34,000	46,000	11,500-		34,500		34,500	80		
53508	FIRE ON CIVIC BUILDINGS	80	800	800-							
53513	ACCIDENT, DEATH & DISMEM	500									
53806	MEETINGS-H.C.C. COMMITTEE	2,600	2,600			2,600		2,600	4,850-	63.4-	
54112	PROV. FOR DOUBTFUL ACCTS	4,000	7,650	5,190-	340	2,800		2,800	1,600-	37.2-	
55201	TRAVELLING COURSES	2,000	4,300	1,780-	180	2,700		2,700	2,000		
55204	TRAINING COURSES	350	3,000	1,100-	100	2,000		2,000	1,000-	33.3-	
55206	ENTER. MEETINGS & RECEP.	6,400	6,000	290	290	6,000		6,000			
56001	OFFICE SUPPLIES	1,800	1,900	90-	90	1,900		1,900			
56004	POSTAGE	2,000	2,900	1,100-	130	1,930		1,930			
56006	SUBSCRIPTIONS/MEMBERSHIP	4,700	2,360	250-	250	5,360		5,360			
56149	OPER. PURCHASES/SERVICES	18,000	19,000	460	740	19,000		19,000	1,200	8.4	
56301	TELEPHONE	15,500	14,300	150	50	15,500		15,500	200	25.0	
56603	RENT-OFFICE EQUIPMENT	1,115	800			1,000		1,000			
57101	EQUIPMENT REPAIRS & MAIN	670	800			800		800			
58001	OFFICE EQUIPMENT										
CENTRE 81011 TOTALS		235,415	336,650	35,720-	13,130	314,060		314,060	22,590-	6.7-	

** CENTER 81021 MAINTENANCE											
51000	SALARIES & WAGES	41,800	45,820		7,720	53,540			53,540	7,720	16.8
51200	EMPLOYEE BENEFITS	7,000	8,900		1,630	10,530			10,530	1,630	18.3
56101	CLEANING/WASHROOM SUP.	13,500	8,000	3,430	570	12,030			12,030	4,000	50.0
56103	OPERATING SUPPLIES	2,600	1,800	480	120	2,400			2,400	600	33.3
56105	SMALL TOOLS	250	200	40	10	250			250	50	25.0
56148	DECORATIONS	1,005	1,000	50-	50	1,000			1,000		
56149	OPER. PURCHASES/SERVICES	1,200	1,200	270-	370	1,000			1,000	200-	16.7-
56303	WATER RATES & SEWER	7,700	7,300	70		7,740			7,740	440	6.0

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COMPANY H. E. C. F. I.
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ACCOUNT (1)	DESCRIPTION (2)	1989 ACTUAL (3)	1989 ESTIMATE (4)	ADJUSTMENT TO 1989 ESTIMATE INCREASE+ DECREASE- (5)	INFLA- TIONARY COST (6)	1990 ORIGINAL ESTIMATE (4)+(6) (7)	COUNCIL/COMMITTEE ADJUSTMENT INCREASE+ DECREASE- (8)	1990 RESULTANT APPROPRIA- TION (7)+(8) (9)	INCREASE + DECREASE - OVER 1989 ESTIMATE AMOUNT PERCENT (9)-(3) (10/4) (11)
56319	GARBAGE DISPOSAL-TRICIL	10,000	5,500	4,020	480	10,000		10,000	4,500 81.8
56320	GARBAGE DISPOSAL-LAIDLAW	6,000	6,000		300	6,300		6,300	300 5.0
56321	WINDOW CLEANING								
56334	COURTIER	106,000	103,000	3,000-	5,000	105,000		105,000	2,000 1.9
56362	GENERAL CONTRACTUAL-OTHER	8,000	10,000	2,480-	480	8,000		8,000	2,000- 20.0-
56398	CONTRACT REPAIRS & MAINT.	1,100	1,100	50-	50	1,100		1,100	
57116	CLOCK REPAIRS & MAINT.	59,250	59,250		2,980	62,230		62,230	2,980 5.0
57117	CUP EQUIPMENT-REM								
57129	ZAMBONI/FORK./ICE MAKER	3,000	3,000	3,000-	5,200	65,000		65,000	3,000-100.0-
57200	FOUNDATIONS REPAIRS & MAINT.	105,000	65,000	5,200-	2,700	52,000		52,000	2,700 5.5
57201	BUILDING REPAIRS & MAINT.	49,300	49,300		1,000	23,000		23,000	1,000 4.5
57302	ELEVATOR/ESCALATOR-REM	22,000	22,000						
57314	LIGHTING REPAIRS								
	TOTALS	441,705	398,370	6,510-	29,230	421,090		421,090	22,720 5.7
CENIRE 81021									
** CENTER 81036	IATSE PAYROLL								
51000	SALARIES & WAGES	3,000		5,000		5,000		5,000	5,000
51200	EMPLOYEE BENEFITS	360		680		680		680	680
	TOTALS	3,360		5,680		5,680		5,680	5,680
CENIRE 81036									
** CENTER 81037	SECURITY								
56333	SECURITY	123,000	112,000	1,000	27,000	140,000		140,000	28,000 25.0
	TOTALS	123,000	112,000	1,000	27,000	140,000		140,000	28,000 25.0
CENIRE 81037									
** CENTER 81039	OPERATIONS								
51000	SALARIES & WAGES	67,000	71,210	820	6,320	77,580		77,580	6,320 8.9
51123	WAGES-STOREMAN	3,000	2,450	910-	330	3,600		3,600	1,150 46.9
51124	WAGES-INFORMATION DESK	32,000	22,000		9,720	30,810		30,810	8,810 40.0

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COMPANY H. E. C. F. 1.
DEPARTMENT HAMILTON CONVENTION CENTRE

ACCOUNT (1)	DESCRIPTION (2)	1989 ACTUAL (3)	1989 ESTIMATE (4)	ADJUSTMENT TO 1989 ESTIMATE INCREASE+ DECREASE- (5)	INFLA- TIONARY COST (6)	1990 ORIGINAL ESTIMATE (4+5+6) (7)	COUNCIL/ COMMITTEE ADJUSTMENT INCREASE+ DECREASE- (8)	1990 RESULTANT APPROPRIA- TION (7+8) (9)	AMOUNT PERCENT (9-3) (10) (11)	INCREASE + DECREASE - OVER 1989 ESTIMATE
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51200	EMPLOYEE BENEFITS	14,000	16,190		490	16,680		16,680	490	3.0
56102	FIRST AID SUPPLIES	400	350	30	20	400		400	50	14.3
56103	OPERATING SUPPLIES	400	400	20	20	400		400		
56147	TOBACCO SUPPLIES	2,000	1,400	880	120	2,400		2,400	1,000	71.4
	TOTALS	118,800	114,000	800	17,070	131,870		131,870	17,870	15.7
CENTRE 81039										

** CENTER 81051 FOOD AND BEVERAGE - CLIENT SERVICES

51000	SALARIES & WAGES	117,000	123,170		5,030	128,200		128,200	5,030	4.1
51098	GRATUITY RECOVERY-SALARY	32,500	23,200	9,600		32,800		32,800	9,600	41.4
51200	EMPLOYEE BENEFITS	19,200	21,570		2,420	23,990		23,990	2,420	11.2
53715	CR CARD SERVICE CHARGES	210	210			210		210		
55101	CASH OVER/SHORT	150	150			150		150		
55201	TRAINING COURSES	2,350	2,350		200	2,550		2,550	200	8.5
55204	TRAINING MEETINGS & RECEPTIONS	500	1,100	50	50	1,100		1,100	100	14.3
55206	ENTERTAINMENT ASSISTANTS	700	700	60	40	800		800	100	14.3
55250	TRANSPORTATION	9,500	6,000	1,140	360	7,500		7,500	1,500	25.0
56001	OFFICE SUPPLIES	3,300	3,000	110	190	3,390		3,390	300	10.0
56006	SUBSCRIPTIONS/MEMBERSHIP	500	500	130	20	390		390	110	22.0
56107	PRINTING OF MENUS, ETC.	8,800	7,000		500	7,500		7,500	500	7.1
56128	TRANSPORTATION OF MONEY	1,400	980	160	60	1,200		1,200	200	22.4
56603	RENT-OFFICE EQUIPMENT			2,100		2,100		2,100	2,100	100.0
	TOTALS	131,110	143,530	6,210	8,870	146,190		146,190	2,660	1.9
CENTRE 81051										

** CENTER 81052 FOOD AND BEVERAGE - KITCHEN

51000	SALARIES & WAGES	191,000	191,340		44,300	274,360		274,360	83,020	43.4
51098	GRATUITY RECOVERY-SALARY	65,000	46,400	38,720		65,600		65,600	19,200	41.4
51114	WAGES-COOKS & KITCHEN	52,000	38,000	20,520	6,560	24,040		24,040	13,960	36.7
51115	WAGES-STEWARDING	122,000	102,000	4,990	73,170	170,180		170,180	68,180	66.8
51600	EMPLOYEE BENEFITS	39,300	41,990	11,640	2,820	61,600		61,600	19,610	46.7
56103	OPERATING SUPPLIES	25,000	21,000	1,530	1,470	24,000		24,000	3,000	14.3
56149	OPER. PURCHASES/ SERVICES	5,000	4,000	280		4,000		4,000		

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COMPANY H. E. C. F. I.
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ACCOUNT (1)	DESCRIPTION (2)	1989 ACTUAL (3)	1989 ESTIMATE (4)	ADJUSTMENT TO 1989 ESTIMATE INCREASE+ DECREASE- (5)	INFLA- TIONARY COST (6)	1990 ORIGINAL ESTIMATE (7)	COUNCIL COMMITTEE ADJUSTMENT INCREASE+ DECREASE- (8)	1990 RESULTANT APPROPRIA- TION (9)	AMOUNT (9-4) (10)	PERCENT (10/4) (11)	INCREASE + DECREASE - OVER 1989 ESTIMATE
56401 FOOD		668,422	544,170	86,800	39,200	670,170		670,170	126,000	23.2	
57101 EQUIPMENT REPAIRS & MAIN		12,800	9,000	510-	510	9,000		9,000			
TOTALS		1,052,522	905,100	93,190	173,460	1,171,750		1,171,750	266,650	29.5	
CENTRE 81052											
** CENTER 81053	FOOD AND BEVERAGE - BANQUETS										
51000 SALARIES & WAGES		212,670	212,670	53,230	70,480	336,380		336,380	123,710	58.2	
51098 GRATUITY RECOVERY-SALARY		65,000-	46,400-	265,200-		311,600-		311,600-	265,200-	571.6	
51116 WAGES-CASHIERS		37,000	31,620	3,670-	2,990	26,940		26,940	4,680-	14.8	
51117 WAGES-F & B SERVICE STAFF		212,000	172,500	248,820	36,000	457,320		457,320	284,820	165.1	
51118 WAGES-PORTER STAFF		190,000	160,000	37,660-	80,200	202,540		202,540	42,540	26.6	
51120 EMPLOYEE BENEFITS		53,400	60,210	17,360	22,050	99,620		99,620	39,410	65.5	
56103 OPERATING SUPPLIES		32,000	32,000	4,000-	1,000	29,000		29,000	3,000	9.4	
56108 MEETING ROOM SUPPLIES		4,540	4,540	1,820-	280	3,000		3,000	1,540-	33.9	
56138 CHINA		5,000	5,000	400-	400	5,000		5,000			
56139 GLASSWARE		8,000	8,000	570-	570	8,000		8,000			
56140 SILVER		5,000	5,000	2,550	450	8,000		8,000			
56141 LINEN (FELT & SKIRTING)		5,000	5,000	550	450	6,000		6,000			
56149 OPER. PURCHASES/SERVICES		4,000	4,000	1,340-	340	3,000		3,000			
56359 UNIFORMS RENTAL/CLEANING		23,500	22,500	860-	1,360	23,000		23,000			
56360 LINEN CLEANING		48,000	38,500	3,900	2,600	45,000		45,000	6,500	16.9	
56403 BEVERAGE		232,742	186,120	26,290	13,150	225,560		225,560	39,440	21.2	
56505 AUDIO VISUAL SERVICES		127,000	77,000	27,760	5,240	110,000		110,000	33,000	42.9	
57101 EQUIPMENT REPAIRS & MAIN		7,300	3,500	280-	280	3,500		3,500			
TOTALS		1,142,152	981,760	60,660	237,840	1,280,260		1,280,260	298,500	30.4	
CENTRE 81053											
DEPARTMENT TOTALS		3,248,064	2,991,410	112,890	506,600	3,610,900		3,610,900	619,490	20.7	

H.E.C.F.I.

Department:

Hamilton Convention Centre

H.E.C.F.I.
1990 SCHEDULE OF MEMBERSHIPS & SUBSCRIPTIONS

<u>Account No.</u>	<u>Staff Name</u>	<u>Description</u>	<u>1990 Estimate</u>	<u>Rationale</u>
HE 56006 81011	Subscriptions:			
	Director	Hamilton Spectator	\$ 160.00	
		Globe and Mail	200.00	
		Contingency	100.00	
	Memberships:			
	Director	International Association of Auditorium Managers	375.00	Professional development
		Hamilton Downtown Rotary	250.00	Business related
		Canadian Club	50.00	Business related
		Contingency	155.00	
	S. H. Dockman	Canadian Restaurant and Foodservices Association	500.00	Services Hospitality Industry and offers services of seminars and business materials
		TOTAL		

Pora No. 2

Department: H.E.C.F.I.
Hamilton Convention Centre

H.E.C.F.I.
1990 SCHEDULE OF MEMBERSHIPS & SUBSCRIPTIONS

<u>Account No.</u>	<u>Staff Name</u>	<u>Description of Courses</u>	<u>1990 Estimate</u>	<u>Rationale</u>
	<u>Memberships:</u>			
	S. H. Dockman	Association for Convention Operations Management	\$ 150.00	Professional development

TOTAL

\$ 1,930.00

Form No. 3
Department - HCC

H. E. C. F. I.
1990 SCHEDULE OF STAFF PARKING

Staff Name

Steve Dockman, Operations Manager

\$ 900

Robin Laking, Events Manager

\$ 900

Alan Ginn, Executive Chef

\$ 900

Bruce McCrady, Banquet Manager

\$ 900

Betty Goddard, Administrative Assistant

\$ 900

Number of full-time staff not
receiving parking privileges: 21 persons

ANNUAL TOTAL

\$4,500

Department: H.F.C.F.I.
HAMILTON CONVENTION CENTRE

H.F.C.F.I.
1990 SCHEDULE OF TRAINING COURSES

<u>Account No.</u>	<u>Staff Name</u>	<u>Description of Courses</u>	1990	<u>Rationale</u>
			<u>Estimate</u>	
HE 55204 81011	Director	Professional Development	600	To provide an outlet for all personnel to improve their knowledge and self-development
	S. H. Dockman	Professional Development	600	
	Various Personnel	Banquet Management Kitchen Management Employee Motivation Image - Self Projection Customer Service Management Effectiveness Time Management Business Writing Skills Telephone Skills Professional Secretary	1,500	

TOTAL

 \$2,700.00

FORM NO. 5

Rev. 89/09

CITY OF HAMILTON

1990 SCHEDULE OF CONVENTIONS AND CONFERENCES

Date January, 1990 Department/Local Board H.E.C.F.I. Centre Hamilton Convention Centre

Name of Event	Place to be Held	Dates of Event	Proposed to Attend (Name and Position)	Estimated Cost
International Convention Centre Managers Conference	Not Known	November, 1990	Director	1,800.00
Institute of Association Executives	Toronto	Monthly	Director	250.00
Canadian Restaurant and Food Assn. Food & Beverage Show	Toronto	February, 1990	S. H. Dockman, Operations Manager and Banquet and Kitchen Personnel	150.00
Hostex and C.R.F.A. Convention	Toronto	April, 1990	S. H. Dockman, Operations Manager (Operations Personnel to attend Trade Show)	400.00
London Restaurant and Hospitality Show	London, Ontario	November, 1990	S. H. Dockman, Operations Manager	200.00
TOTAL - "Travelling" Account 55201				\$ 2,800.00

FORM NO. 5

Rev. 89/09

CITY OF HAMILTON

1990 SCHEDULE OF CONVENTIONS AND CONFERENCES

Department/Local Board HAMILTON CONVENTION CENTRE
 HECFI
 Centre EVENTS DEPARTMENT

Date October 20, 1989

Name of Event	Place to be Held	Dates of Event	Proposed to Attend (Name and Position)	Estimated Cost
Association for Convention Operations Management - Annual Convention	New Orleans	Jan. 4-6, 1990	R. Laking, Events Manager	1,800
Meeting Planners International	Toronto (monthly)	Sept. 1 June '90	I. Kovacs Tickets - 10 @ \$30 Mileage - 10 x \$30	300 300
Hostex - C.R.F.A.	Toronto	Spring, 1990	R. Laking M. Lees I. Kovacs	50 50 50
TOTAL - "Travelling" Account 55201				\$ 2,550



Copps Coliseum

Victor K. Copps
Trade Centre/Arena

101 York Boulevard
Hamilton, Ontario
Canada L8R 3L4
Tel. 416/527-7900

February 7, 1990.

REPORT TO THE HECFI BOARD OF DIRECTORS FROM THE COPPS COLISEUM COMMITTEE MEETING OF FEBRUARY 6, 1990

Please note that this special meeting of the Copps Coliseum Committee was called for the purpose of reviewing the Copps Coliseum 1990 Operating Budget and the Central Utilities Plant 1990 Operating Budget.

The Copps Coliseum Committee presents its **SPECIAL** Report from its meeting held February 6, 1990 and respectfully recommends the following:

Copps Coliseum 1990 Operating Budget

1. Revenue Estimates

The 1990 Estimate Total of \$800,000. for "Rentals & Licence Fees" be increased by \$50,000. to \$850,000. and that management allocate amounts into the appropriate categories with an applicable amount allocated for the expenses of the additional events.

The 1990 Estimate of \$30,000. for "Other Rentals, Casual Ice Rentals" be increased by \$8,000. to \$38,000.

The 1990 Estimate of \$80,000. for "Other Revenue, Commission-Souvenir, Etc." be increased by \$20,000. to \$100,000.

The 1990 Estimate of \$250,000. for "Food & Beverage, Commissions-Concessions" be increased by \$30,000. to \$280,000.

2. Expenditure Estimates

The 1990 Estimate of \$1,300. for "Administration, Subscription/Membership" be reduced by \$540. to \$760. by deleting Mr. J. Crane's membership in the Rotary Club of Hamilton (\$215.) and in the Hamilton & District Chamber of Commerce (\$200.) and by transferring Mr. J. Crane's membership in the Religious Conference Management Association (\$125.) to Mr. B. Snetsinger, Director of Sales and Marketing.

The 1990 Estimate of \$9,800. for "Display Advertising, Brochures" be transferred to the HECFI Sales and Marketing Department.

The Copps Coliseum 1990 Operating Budget, as amended, be approved.

Central Utilities Plant 1990 Operating Budget

The Central Utilities Plant 1990 Operating Budget be approved subject to a report by management on the administration and operation of the Central Utilities Plant.

The following items are for information only:

1. **Expenditure Estimates - Copps Coliseum**

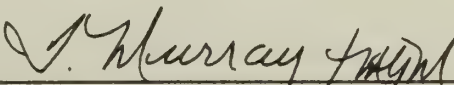
It was agreed that Mr. Macaluso would review the Memberships/Subscriptions Schedules and develop a uniform policy for all HECFI facilities.

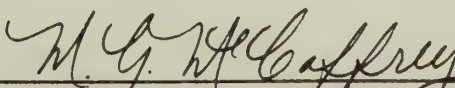
In addition, Mr. Macaluso will review the Conventions and Conferences Schedules for Copps Coliseum and make determinations as to attendance.

2. **Central Utilities Plant 1990 Operating Budget**

It was agreed that Mr. Crane and Mr. Leuser will prepare a full and detailed report on the costs associated with the administration and operation of the Central Utilities Plant.

Respectfully submitted,


Alderman T. Murray, Chairman.


Gail McCaffrey, Secretary.

THE HAMILTON ENTERTAINMENT
AND CONVENTION FACILITIES INC.

COPPS COLISEUM
1990 OPERATING BUDGET OVERVIEW

	<u>BUDGET ESTIMATES</u>		<u>Increase (Decrease) Over 1989 Estimates</u>	
	<u>1989</u>	<u>1990</u>	<u>Amount</u>	<u>Percentage</u>
Revenues	\$2,082,010	\$1,942,380	\$(139,630)	(6.7%)
Expenditures	<u>1,927,140</u>	<u>1,906,450</u>	<u>(20,690)</u>	<u>(1.1%)</u>
Funding Requirement from the City of Hamilton, <u>exclusive</u> of the cost of services provided by the Corporate Division	<u>\$ (154,870)</u>	<u>\$ (35,930)</u>	<u>\$ 118,940</u>	<u>76.8%</u>

Note: The Corporate Division is primarily a cost centre that provides the facility with financial, administrative, box office and marketing/sales support and services. The expenditures total above of \$1,906,450 for 1990 does not reflect a chargeback from the Corporate Department for these services, since it has not been our practice to allocate these charges back to each of the facilities.

The Hamilton Entertainment and Convention Facilities Inc.
Copps Coliseum
1990 Operating Budget

DECREASE IN 1990 OPERATING EXPENDITURES

\$20,690

PLEASE NOTE THAT THE FACILITY HAS ABSORBED THE FOLLOWING EXPENDITURE INCREASES
IN ARRIVING AT AN OVERALL REDUCTION OF \$20,690:

- Cost of Living Adjustment On Full-Time Non-Union Salaries	\$ 17,392
- Anniversary Merit Increases On Full-Time Non-Union Salaries	5,280
- Compensation/Pay Equity Study Adjustment On Wages, Including The Cost Of Benefits	35,432
- Share With Hamilton Place The Cost Of Converting The Usherette Supervisor Part-Time Position to Full-Time, Effective March 5, 1990	1,180
- New Payroll Tax To Replace OHIP Premiums	6,080
- Blue Cross Rate Increase of 10%	1,453
- C.P.P. Rate Increase of 10%	1,349
- U.I.C. Rate Increase of 23%	3,424
- Contractual Security Costs	6,620
- Travelling Costs	2,600
- Office Supplies	2,260
- Rent - Office Equipment	5,000
- Repairs And Maintenance Charges From C.U.P.	8,650
- Operating Supplies - Account Number 56103-83021	7,800
- Commissions Paid On Display Advertising Panels Based On Increased Display Advertising Revenue	17,800
	<u>\$122,320</u>

1990 BUDGET WORKSHEET - FORM NO.1

COMPANY H. E. C. F. I.
DEPARTMENT CUPPS COLISEUM

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BUDGET 90
02/09/90

REVENUE ESTIMATES

ACCOUNT (1)	DESCRIPTION (2)	1989 ACTUAL (3)	1989 ESTIMATE (4)	ADJUSTMENT TO 1989 ESTIMATE INCREASE+ DECREASE- (5)	INFLA- TIONARY COST (6)	1990 ORIGINAL ESTIMATE (4+5+6) (7)	COUNCIL/ COMMITTEE ADJUSTMENT INCREASE+ DECREASE- (8)	1990 RESULTANT APPROPRIA- TION (7+8) (9)	INCREASE + DECREASE - OVER 1989 ESTIMATE (9-4) (10)	PERCENT (10/4) (11)
** CENTER 83019 OTHER REVENUE										
48101	COMMISSIONS-SUPPLIERS	15,000	15,000			20,000		20,000	5,000	33.3
48102	COMMISSION-SOUVENIRS, ETC.	60,000	100,000			100,000		100,000		
48103	BELL CANADA COMMISSION	1,000	1,000			1,000		1,000		
48104	ADMINISTRATIVE FEES	15,000	18,800			17,000		17,000		
48110	MISCELLANEOUS	5,000	100			3,500		3,500	1,800-	9.6-
	TOTALS	96,000	134,900	6,600		141,500		141,500	3,400	
CENTRE 83019										
** CENTER 83035 EVENTS PLANNING/OPERATIONS										
49018 SALARY RECOVERY										
CENTRE 83035										
** CENTER 83050 FOOD & BEVERAGE										
44307 COMMISSIONS-CONCESSIONS										
CENTRE 83050										
	TOTALS	186,200	328,600	48,600-		280,000		280,000	48,600-	14.8-
	TOTALS	186,200	328,600	48,600-		280,000		280,000	48,600-	14.8-
DEPARTMENT TOTALS										
	TOTALS	1,437,154	2,082,010	190,840-	51,210	1,942,380		1,942,380	139,630-	6.7-

1990 BUDGET WORKSHEET - FORM NO.1
EXPENDITURE ESTIMATES

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COMPANY H. E. C. F. I.

DEPARTMENT CUPPS COLISEUM

INCREASE +
DECREASE -
OVER 1989
ESTIMATE

COUNCIL/
COMMITTEE
ADJUSTMENT
INCREASE +
DECREASE -
(8)

1990
ORIGINAL
ESTIMATE
(4+5+6)
(7)

ADJUSTMENT
TO 1989
ESTIMATE
INCREASE +
DECREASE -
(5)

1989
ESTIMATE
(4)

1989
ACTUAL
(3)

ACCOUNT DESCRIPTION
(2)

AMOUNT PERCENT
(9-10) (11)
(10) (11)

ACCOUNT DESCRIPTION
(2)

1989
ESTIMATE
(4)

ADJUSTMENT
TO 1989
ESTIMATE
INCREASE +
DECREASE -
(5)

1990
ORIGINAL
ESTIMATE
(4+5+6)
(7)

COUNCIL/
COMMITTEE
ADJUSTMENT
INCREASE +
DECREASE -
(8)

INCREASE +
DECREASE -
OVER 1989
ESTIMATE

56331	WINDOW CLEANING	10,000	10,000	26,900-	11,400	10,000	10,000	10,000	15,500-	7.1-
56362	GENERAL CLEANING	170,000	216,900	1,200	250	201,400	201,400	201,400	1,450	35.9
56398	CONTRACTUAL-OTHER	5,600	4,150			5,600	5,600	5,600		
56610	RENT-CAR POOL	4,300	4,000	100	200	4,300	4,300	4,300	300	7.5
57101	EQUIPMENT REPAIRS & MAIN	5,000	4,000	750	250	5,000	5,000	5,000	1,000	25.0
57102	FIRE EQUIPMENT-R&M	17,000	20,800		800	21,600	21,600	21,600	1,150	3.8
57110	ELECTRICAL-R&M	2,500	2,000	1,000	150	3,150	3,150	3,150	8,650	57.5
57112	RADIO REPAIRS & MAIN	155,000	173,000		8,650	181,650	181,650	181,650	200	5.0
57117	CUP EQUIPMENT-R&M	5,000	4,000		200	4,200	4,200	4,200	780	5.0
57129	ZAMBONI/FORK./ICE MAKER	16,000	15,600		780	16,380	16,380	16,380		
57200	FOUNDATIONS REPAIRS	36,000	42,000	2,000-	2,000	42,000	42,000	42,000	3,050-	10.2-
57301	BUILDING REPAIR & MAIN	22,500	29,950	4,550-	1,500	26,900	26,900	26,900	500	5.0
57302	ELEVATOR/ESCALATOR-R&M	10,000	10,000		500	10,500	10,500	10,500	300	5.0
57314	LIGHTING REPAIRS	6,000	6,000		200	6,300	6,300	6,300	200	5.0
57322	ELECTRONIC SIGNS-R&M	4,000	4,000		200	4,200	4,200	4,200		
57323	INTERCOM/PAGING/PA-R&M	543,550	623,730	25,400-	30,850	629,180	629,180	629,180	5,450	.9
CENTRE 83021 TOTALS										

EVENTS PLANNING/OPERATIONS										
** CENTER 83035										
59018	SALARY RECOVERY	238,743	238,250	12,040-	14,890	12,040-	12,040-	12,040-	26,040-	10.9-
51000	SALARIES & WAGES	60,000	113,370	11,120	680	264,260	264,260	264,260	55,740-	49.2-
51119	WAGES-USHERS/TICKET	50,000	50,750	56,420-	18,550	57,630	57,630	57,630	9,280	18.3
51120	WAGES-ATTENDANTS	39,380	48,890	9,270-	4,440	60,030	60,030	60,030	4,440	9.1
51200	EMPLOYEE BENEFITS	250	210	90	20	53,330	53,330	53,330	110	52.8
56102	FAST AID SUPPLIES	2,000	5,230		260	320	320	320	260	5.0
56103	OPERATING SUPPLIES	10,000	10,000		500	5,490	5,490	5,490	500	5.0
56104	UNIFORMS, CLOTHING & ACC.	83,000	71,500	5,000-	3,330	10,500	10,500	10,500	69,830	2.3-
56149	OPER. PURCHASES/SERVICES	1,500	5,300	1,300-	200	69,830	69,830	69,830	1,670-	2.3-
56361	LAUNDRY SERVICES	500	1,000			4,200	4,200	4,200	1,100-	20.8-
56602	RENT-EQUIPMENT EXTERNAL					1,000	1,000	1,000		
CENTRE 83035 TOTALS										

** CENTER 83036	IATSE PAYROLL									
51000	SALARIES & WAGES	100,500	117,010	32,510-	7,040	111,540	111,540	111,540	22,470-	18.6-

1990 BUDGET WORKSHEET - FORM NO.1

EXPENDITURE ESTIMATES

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COMPANY H. E. C. F. I.

DEPARTMENT CUPPS COLISEUM

ACCOUNT (1)	DESCRIPTION (2)	1989 ACTUAL (3)	1989 ESTIMATE (4)	ADJUSTMENT TO 1989 ESTIMATE INCREASE+ DECREASE- (5)	INFLA- TIONARY COST (6)	1990 ORIGINAL ESTIMATE (4)+(5)+(6) (7)	COUNCIL/ COMMITTEE ADJUSTMENT INCREASE+ DECREASE- (8)	1990 RESULTANT APPROPRIA- TION (7)+(8) (9)	INCREASE + DECREASE - OVER 1989 ESTIMATE (9)-(3) (10)	AMOUNT PERCENT (9)-(3) (10)-(4) (11)
51200	EMPLOYEE BENEFITS	10,200	16,800	2,100-		14,700		14,700	2,100-	12.5-
	TOTALS	110,700	153,810	34,610-	7,040	126,240		126,240	27,570-	17.9-
CENTRE 83036										
** CENTER 83037	SECURITY									
51000	SALARIES & WAGES	102,000	120,020	23,800-	16,850	113,070		113,070	6,950-	5.8-
51200	EMPLOYEE BENEFITS	7,610	10,690	1,190	50	11,880		11,880	1,190	11.1
56103	OPERATING SUPPLIES	500	500	500		1,050		1,050	550	110.0
56333	SECURITY	80,680	82,220	2,600	6,620	91,940		91,940	9,220	11.1
	TOTALS	190,790	213,930	19,510-	23,520	217,940		217,940	4,010	1.9
CENTRE 83037										
** CENTER 83038	OPERATIONS - SOUVENIRS									
51000	SALARIES & WAGES	2,400	3,740	1,240-	160	2,660		2,660	1,080-	28.9-
51200	EMPLOYEE BENEFITS	40	60	120		180		180	120	200.0
	TOTALS	2,440	3,800	1,120-	160	2,840		2,840	960-	25.3-
CENTRE 83038										
** CENTER 83040	DISPLAY ADVERTISING									
56365	BROCHURES	100	9,800	9,800-					9,800-	100.0-
56366	COMM. - ON DISPLAY ADV.	25,300	22,200	17,800-		40,000		40,000	17,800	80.2
	TOTALS	25,400	32,000	8,000		40,000		40,000	8,000	25.0
CENTRE 83040										
DEPARTMENT TOTALS		1,708,963	1,927,140	141,420-	120,730	1,906,450		1,906,450	20,690-	1.1-

Department: Copps Coliseum

H.E.C.F.I.
1960 SCHEDULE OF MEMBERSHIPS & SUBSCRIPTIONS

<u>Description</u>	<u>1960</u>	
	<u>Estimate</u>	<u>Rationale</u>
International Association of Auditorium Managers	\$ 315.00	Professional/Technical Memberships

Staff Name
Memberships:
John Crane

Account No.
HE 56006 83011

Subscriptions:

The Hamilton Spectator	160.00
Globe and Mail	200.00
Miscellaneous	85.00

\$ 760.00

TOTAL

H. E. C. F. I.
1990 SCHEDULE OF STAFF PARKING

1990 Estimate

<u>Staff Name</u>	
Gail McCaffrey, Admin. Asst.	\$ 840
S. Ridehalgh, Icemaker	\$ 300
A. Stokan, Icemaker	\$ 300
B. Picken, Icemaker	\$ 300

Parking below Copps Coliseum

Gabe Macaluso, Managing Director/CEO
John Crane, Director of Copps Coliseum
Brad Calder, Plant & Building Operations Manager
John Elder, Events Manager
Dave Kelly, Assistant Events Manager
Bill Fletcher, Supervisor of Security/Cleaning

Number of full-time staff at Copps Coliseum
not receiving parking privileges: 4 persons

ANNUAL TOTAL

\$1,740

Department: Copps ColiseumH.E.C.F.I.
1990 SCHEDULE OF TRAINING COURSES

Account No.	Staff Name	Description of Courses	1990 Estimate	Rationale
HE 55204 83011	John Crane	Facilities management, professional development job related self-improvement training courses and seminars.	\$2,600.00	To keep abreast of new and changing technologies and methodologies.
	Brad Calder			
	John Elder			
	Dave Kelly			
	Bill Fletcher			
	Gail McCaffrey			
	Joanne Corr			
	Lynn Zbucki			

TOTAL

\$2,600.00

FORM NO. 5

Rev. 89/09

CITY OF HAMILTON

1990 SCHEDULE OF CONVENTIONS AND CONFERENCES

H.E.C.F.I.

Department/Local Board

Centre
Copps Coliseum

Date January, 1990

Name of Event	Place to be Held	Dates of Event	Proposed to Attend (Name and Position)	Estimated Cost
International Association of Auditorium Managers	Boston, Mass.	July, 1990	John Crane, Director of Copps Coliseum	\$ 1,500.00
International Association of Auditorium Managers - District Meetings	T.B.A.	Various	Brad Calder, Manager, Plant & Building Operations John Elder, Events Manager Dave Kelly, Assistant Events Manager	1,600.00
Arena Managers Association of Ontario Convention	Collingwood, ON	June, 1990	Dave Kelly, Assistant Events Manager and Bill Fletcher, Security/Cleaning Supervisor	1,000.00
1990 Canadian Mens' Curling Championship	Sault Ste. Marie	March, 1990	John Crane, Director of Copps Coliseum John Elder, Events Manager and Betty Drury, Head Usher	2,400.00
Crowd Control Seminar	T.B.A.	November, 1990	Bill Fletcher, Security/Cleaning Supervisor	1,500.00
Pre-Event Observations	T.B.A.	Various	Various Staff	2,200.00
TOTAL - "Travelling" Account 55201				\$ 10,200.00



Hamilton
Entertainment
and Convention
Facilities Inc.

101 York Boulevard
Hamilton, Ontario
Canada L8R 3L4
Tel. 416-527-7900

John A. Leuser, C.A.
FROM Director of Finance and Administration **DATE** February 12, 1990
Name & Title

FOR ACTION ☐

FOR INFORMATION ☐

TO: BOARD XXX

(OR)

Committee ☐

SUBJECT

1990 Operating Budget for CUP.

RECOMMENDATION

That the 1990 Operating Budget for CUP (Attached) be recommended to the City's Finance and Administration Committee for approval.

Note: The municipal contribution for CUP is budgeted to increase in 1990 by 5.0% over 1989.

BACKGROUND

Attached is the applicable budget material. Since presenting this operating budget to the Copps/CUP Committee, a further reduction of \$2,200 has been identified and made to the total funding request for 1990.

John A. Leuser
John A. Leuser, C.A.
Director of Finance
and Administration

JAL:he

Attachments

CENTRAL UTILITIES PLANT 1990 OPERATING BUDGET

	<u>BUDGET ESTIMATES</u>		<u>Increase (Decrease) Over 1989 Estimates</u>	
	<u>1989</u>	<u>1990</u>	<u>Amount</u>	<u>Percentage</u>
Municipal Contribution	\$2,593,650	\$2,724,340	\$ 130,690	5.0%

Note: The Central Utilities Plant operating budget is primarily a cost centre with energy costs not charged back to the following facilities:

- City Hall
- Pedestrian Arcade/Overpass
- Hamilton Central Library
- Copps Coliseum
- Hamilton Place
- Hamilton Convention Centre

However, in respect of the Ontario Government Building, the Parking Authority and the Art Gallery, please note that energy costs are charged back to these three facilities.

In respect of maintenance contracts, materials and supplies (but not in-house C.U.P. maintenance labour services), the C.U.P. does charge back these costs to each of the nine facilities.

**CENTRAL UTILITIES PLANT
1990 OPERATING BUDGET**

Increase in Municipal Contribution \$130,690

Increase accounted for as follows:

	Increase (Decrease)	
Salaries and Wages	\$ 59,040	(5.8%)
Employee Benefit Costs	11,400	(5.6%)
Energy rate increases	122,760	(see attached letter from Hamilton Hydro)
Energy consumption savings	(78,170)	
Decreases (Increases) in Chargebacks for energy to:		
- Art Gallery	(8,590)	
- Ontario Gov. Bldg.	17,280	
- Parking Authority	2,050	
Reduction in salary/wage recoveries from Copps Coliseum in respect of C.U.P. supplied electricians to events		
	2,320	
Other expenditures, i.e. supplies, equipment and repairs and maintenance accounts		
	<u>2,600</u>	
	<u>\$130,690</u>	

CHESLEY K. EARLE, P.ENG.,
GENERAL MANAGER & SECRETARY
TELEPHONE (416) 522-6611
FAX (416) 522-6570



T. W. WOODHOUSE, P.ENG.
ASSISTANT GENERAL MANAGER
W. A. THOMAS, P.ENG.
CHIEF ENGINEER
G. DAVIDSON
TREASURER

HAMILTON HYDRO-ELECTRIC SYSTEM

55 JOHN STREET NORTH, HAMILTON, ONT L8N 3E4

November 29th, 1989

Corporation of the City of Hamilton
Central Utilities Plant
71 Main Street West
Hamilton, Ontario
L8N 3T4

*cc. f. Conn 2
f. [unclear]*

Attention: Mr. Bob Desnoyes

Dear Sir:

RE: 1990 RETAIL RATES

We have been advised by Ontario Hydro that on January 1st, 1990 our cost of power is to be increased by approximately 6.14%.

Due to this increase in our wholesale cost of power and other costs, we have requested approval from Ontario Hydro to increase our retail rates by 7.59% overall. The increase to the group of customers with loads in excess of 5000 kW is expected to be in the order of 7.24%. The increase for any particular customer will vary depending on their actual use by time of day and season. You will note that the Winter rates have increased more than the Summer rates and the on-peak energy rates have increased more than the off-peak rates.

Although we have not yet received approval from Ontario Hydro for our 1990 rates, the following has been submitted for their approval:

Winter Peak	- \$ 11.73/kW
Summer Peak	- 9.40/kW
Winter On-Peak kWhrs	- 3.35¢/kWh
Winter Off-Peak kWhrs	- 2.56¢/kWh
Summer On-Peak kWh	- 2.98¢/kWh
Summer Off-Peak kWh	- 1.92¢/kWh

continued.....

W.P. - 7.24%

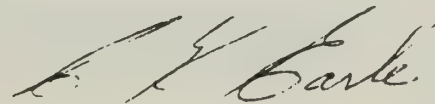
Off-P. - 7.59%

Transformation Discount - \$1.58 @ 230 kV
 - \$1.30 @ 115 kV
 - \$0.60 @ 13.8 kV

NOTE: Peak Period for Demand - 7:00 A.M. - 7:00 P.M.

Peak Period for Energy - 7:00 A.M. - 11:00 P.M.

Sincerely

A handwritten signature in cursive script, appearing to read "A. Y. Earle".

General Manager & Secretary
THE HYDRO-ELECTRIC COMMISSION
of the City of Hamilton

WAT*lk

1990 BUDGET WORKSHEET - FORM NO.1

COMPANY CORPORATION OF THE CITY OF HAMILTON
DEPARTMENT CENTRAL UTILITIES PLANT

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EXPENDITURE ESTIMATES

ACCOUNT (1)	DESCRIPTION (2)	1989 ACTUAL (3)	1989 ESTIMATE (4)	ADJUSTMENT TO 1989 ESTIMATE INCREASE+ DECREASE- (5)	INFLA- TIONARY COST (6)	1990 ORIGINAL ESTIMATE (4)+(5)+(6) (7)	COUNCIL/COMMITTEE ADJUSTMENT INCREASE+ DECREASE- (8)	1990 RESULTANT APPROPRIA- TION (7)+(8) (9)	INCREASE + DECREASE - OVER 1989 ESTIMATE (9)-(3) (10)	PERCENT (10)/(3) (11)
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** CENTER 46001 OPERATIONS

51000	SALARIES & WAGES	553,950	569,240	247,200-	22,540	344,580		344,580	224,660-	39.5-
51200	EMPLOYEE BENEFITS	90,350	99,490	40,600-	10	58,900		58,900	40,590-	40.8-
51208	WORKERS' COMPENSATION	13,000	4,000		200	4,200		4,200	200	5.0
51224	MEMBERSHIPS									
55204	TRAINING COURSES	7,000	7,300	300-	400	7,400		7,400	100	1.4
55235	ENERGY MANAGEMENT	30,700	30,700			30,700		30,700	40	5.7
56001	OFFICE SUPPLIES	1,380	1,690	40-	80	1,730		1,730	260	24.2
56006	SUBSCRIPTIONS	730	480	220	40	740		740	1,000	9.5
56101	CLEANING SUPPLIES	10,920	10,550	450	550	11,550		11,550	290	14.5
56103	OPERATING SUPPLIES	2,250	2,000	200	90	2,290		2,290	100	5.0
56104	UNIFORMS, CLOTHING & ACC.	2,000	2,000		100	2,100		2,100	3,000	30.0
56105	SMALL TOOLS	10,000	10,000	2,500	500	13,000		13,000	100	3.7
56130	OPERATING PURCHASES	2,700	2,700	200-	100	2,800		2,800	200-	5.3-
56201	GASOLINE	3,450	3,750	760-	500	3,550		3,550	370	5.3
56301	TELEPHONE	7,500	10,760		370	7,300		7,300	2,100	5.0
56303	WATER RATES & SEWER	6,930	6,930		2,100	44,100		44,100	1,000	4.9
56328	INSURANCE	42,000	42,000		1,000	21,500		21,500	2,150	250.0
57101	EQUIPMENT REPAIR	19,000	20,500		2,520	32,990		32,990	2,250	4.9
57110	ELECTRICAL REPAIR	50,470	50,470		150	3,010		3,010	20	4.0
57113	HONEYWELL REPAIR	860	860	2,000	250	5,350		5,350	20	4.0
57116	CLOCK REPAIR	5,100	5,100		140	2,850		2,850	1,140	96.7
57301	BUILDING REPAIR	500	500		30	530		530	630	31.0
57314	LIGHTING REPAIR	3,050	1,710	1,000	140	2,850		2,850	30	6.0
58001	OFFICE EQUIPMENT	2,130	2,000	500	120	2,620		2,620	250,180-	28.3-
58003	RADIO EQUIPMENT	560	500		30	530		530		
58004	OFFICE FURNISHINGS									
TOTALS		871,530	885,230	282,230-	31,850	634,850		634,850		
CENTRE 46001										

** CENTER 46010 MAINTENANCE

51000	SALARIES & WAGES	368,470	395,600	239,230	44,440	679,270		679,270	283,670	71.7
51200	EMPLOYEE BENEFITS	59,000	68,290	51,990		120,280		120,280	51,990	76.1

COMPANY CORPORATION OF THE CITY OF HAMILTON
DEPARTMENT CENTRAL UTILITIES PLANT

EXPENDITURE ESTIMATES

ACCOUNT	DESCRIPTION	1989 ACTUAL (3)	1989 ESTIMATE (4)	ADJUSTMENT TO 1989 ESTIMATE + INCREASE - DECREASE = (5)	INFLA- TIONARY COST (6)	1990 ORIGINAL ESTIMATE (4+5+6) (7)	COMMITTEE ADJUSTMENT INCREASE + DECREASE - (8)	1990 RESULTANT APPROPRIA- TION (7+8) (9)	AMOUNT PERCENT (9-4) (10) (11)	INCREASE + DECREASE - OVER 1989 ESTIMATE
CENTRE 46010	TOTALS	420,260	463,490	295,670	43,930	803,090		803,090	339,600	73.3
** CENTER 46015	CITY HALL									
56117 CHEMICALS		18,500	14,700	4,800	1,000	20,500		20,500	5,800	39.5
56304 HYDRO		225,000	235,000	10,000-	16,290	241,290		241,290	6,290	2.7
57101 EQUIPMENT REPAIR		30,000	28,000	2,000	1,500	31,500		31,500	3,500	12.5
57110 ELECTRICAL REPAIR		14,000	13,520	480	700	14,700		14,700	1,180	8.2
57113 HOMEWELL REPAIR		17,190	17,190		860	18,050		18,050	860	5.0
59034 RECOVERY-PROPERTY		79,690-	73,610-	7,280-	4,060-	84,750-		84,750-	11,340-	15.4
CENTRE 46015	TOTALS	225,000	235,000	10,000-	16,290	241,290		241,290	6,290	2.7
** CENTER 46020	ONTARIO GOVERNMENT BUILDING									
56304 HYDRO		199,500	186,350	13,150	14,440	213,940		213,940	27,590	14.8
56305 HEATING FUELS		17,000	34,000	15,000-	860	19,860		19,860	14,140-	41.6
CENTRE 46020	TOTALS	216,500	220,350	1,850-	15,300	233,800		233,800	13,450	6.1
** CENTER 46025	PEDESTRIAN ARCADE/OVERPASS									
56304 HYDRO		15,300	15,300		1,110	16,410		16,410	1,110	7.3

1990 BUDGET WORKSHEET - FORM NO.1

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COMPANY CORPORATION OF THE CITY OF HAMILTON
DEPARTMENT CENTRAL UTILITIES PLANT

EXPENDITURE ESTIMATES

(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	INCREASE + DECREASE - OVER 1989 ESTIMATE	
									AMOUNT	PERCENT
									(9-8)	(10/9)

59038	RECOVERY - SALARY	1,100-	3,300	2,200-	200	2,200-		2,200-	200	6.1
56328	INSURANCE	3,300				3,300		3,300		
56331	WINDOW CLEANING	1,000	2,500	1,500-	100	1,100		1,100	1,400-	56.0-
56332	CARETAKING	9,100	10,400	1,300-	500	9,600		9,600	800-	7.7-
56333	SECURITY	9,220	9,220		650	9,870		9,870	650	7.0
57101	EQUIPMENT REPAIR	1,000	1,000		50	1,050		1,050	50	5.0
57102	FIRE EQUIPMENT RPAIR	1,000	1,000		50	1,050		1,050	50	5.0
57110	ELECTRICAL REPAIR	500	500		30	530		530	30	6.0
57200	GROUNDS REPAIR	1,000	1,000		50	1,050		1,050	50	5.0
57301	BUILDING REPAIR	2,000	2,200	200-	100	2,100		2,100	100-	4.5-
57314	LIGHTING REPAIR	1,000	1,000		50	1,050		1,050	50	5.0
	TOTALS	44,420	47,420	5,200-	2,890	45,100		45,100	2,320-	4.9

AUTHORITY UNDERGROUND GARAGE

** CENTER 46030	PARKING			1,190-	6,950	102,950		102,950	5,760	5.9
56304	HYDRO	91,000	97,190		970	20,370		20,370	970	5.0
57113	HONEYWELL REPAIR	19,400	19,400			20,370-		20,370-		
58033	PARKING AUTHORITY									
	TOTALS	91,000	97,190	1,190-	6,950	102,950		102,950	5,760	5.9

CUPPS COLISEUM

** CENTER 46035	TRAINING COURSES									
55204	CHEMICALS	15,000	15,000		750	15,750		15,750	750	5.0
56117	GASOLINE	1,000	1,000		50	1,050		1,050	50	5.0
56201	HYDRO	220,000	251,150	31,150-	16,700	236,700		236,700	14,450-	5.8-
56305	HEATING FUELS	65,000	85,100	20,100-	2,930	67,930		67,930	2,100-	20.2-
57101	EQUIPMENT REPAIR	42,000	42,000		2,100	44,100		44,100	2,100	5.0
57101	TEMP. CONTROL REPAIR	5,000	5,000		250	5,250		5,250	250	5.0
57108	HONEYWELL REPAIR	110,000	110,000		5,500	115,500		115,500	5,500	5.0
57113	RECOVERY-COPPS COLISEUM	173,000-	173,000-		8,650-	181,650-		181,650-	8,650-	5.0
59036	TOTALS	285,000	336,250	51,250-	19,630	304,630		304,630	31,620-	9.4

1990 BUDGET WORKSHEET - FORM NO.1

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COMPANY CORPORATION OF THE CITY OF HAMILTON
DEPARTMENT CENTRAL UTILITIES PLANT

EXPENDITURE ESTIMATES

ACCOUNT (1)	DESCRIPTION (2)	1989 ACTUAL (3)	1989 ESTIMATE (4)	ADJUSTMENT TO 1989 ESTIMATE INCREASE + DECREASE - (5)	INFLA- TIONARY COST (6)	1990 ORIGINAL ESTIMATE (7)	COUNCIL/COMMITTEE ADJUSTMENT INCREASE + DECREASE - (8)	1990 RESULTANT APPROPRIA- TION (9)	AMOUNT PERCENT (10)	INCREASE + DECREASE - OVER 1989 ESTIMATE

** CENTER 46040 HAMILTON CENTRAL LIBRARY

56117	CHEMICALS	12,000	10,160	1,840	600	12,600		12,600	2,440	24.0
56304	HYDRO	245,000	269,610	24,610	17,740	262,740		262,740	6,870	2.8
57101	EQUIPMENT REPAIR	11,600	11,600		580	12,180		12,180	580	5.0
57110	ELECTRICAL REPAIR	7,660	7,660		380	8,040		8,040	380	5.0
57113	HONEYWELL REPAIR	24,400	24,400		1,220	25,620		25,620	1,220	5.0
58040	RECOV-MOHAWK-MCMASTER		53,820	11,000	550	11,550		11,550	11,550	8.6
59035	RECOVERY-ARCHITECTS			1,840	2,780	58,440		58,440	4,620	7.9
	TOTALS	245,000	269,610	24,610	17,190	251,190		251,190	18,420	7.4

** CENTER 46045 HAMILTON PLACE

56117	CHEMICALS	4,880	4,880		240	5,120		5,120	240	4.9
56304	HYDRO	175,000	189,820	13,820	12,740	188,740		188,740	1,080	0.6
56305	HEATING FUELS	45,000	68,480	23,480	2,030	70,510		70,510	25,510	56.7
57101	EQUIPMENT REPAIR	10,100	9,450	650	500	10,600		10,600	500	5.0
57110	ELECTRICAL REPAIR	9,400	9,400		470	9,870		9,870	470	5.0
57113	HONEYWELL REPAIR	10,840	10,840		540	11,380		11,380	540	5.0
59037	RECOVERY-HAMILTON PLACE	35,220	34,520	650	1,750	36,970		36,970	2,400	6.9
	TOTALS	221,000	258,300	37,300	14,770	235,770		235,770	22,530	9.6

** CENTER 46050 ART GALLERY

56304	HYDRO	102,000	98,110	3,890	7,390	109,390		109,390	11,280	11.5
56305	HEATING FUELS	14,000	22,690	8,690	630	14,630		14,630	8,630	61.6
	TOTALS	116,000	120,800	4,800	8,020	124,020		124,020	3,220	2.7

** CENTER 46055 HAMILTON FARMERS MARKET

56304	HYDRO	62,000	38,670	23,330	4,490	66,490		66,490	27,820	44.6
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1990 BUDGET WORKSHEET - FORM NO.1

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COMPANY CORPORATION OF THE CITY OF HAMILTON
DEPARTMENT CENTRAL UTILITIES PLANT

EXPENDITURE ESTIMATES

ACCOUNT (1)	DESCRIPTION (2)	1989 ACTUAL (3)	1989 ESTIMATE (4)	ADJUSTMENT TO 1989 ESTIMATE INCREASE+ DECREASE- (5)	INFLA- TIONARY COST (6)	1990 ORIGINAL ESTIMATE (4+5+6) (7)	COUNCIL/ COMMITTEE ADJUSTMENT INCREASE+ DECREASE- (8)	1990 RESULTANT APPROPRIA- TION (7+8) (9)	INCREASE + DECREASE - OVER 1989 ESTIMATE AMOUNT PERCENT (9-3) (10/4) (11)
57101	EQUIPMENT REPAIR	4,200	4,200		210	4,410		4,410	210 5.0
57110	ELECTRICAL REPAIR	2,000	2,000		100	2,100		2,100	100 5.0
57113	HONEYWELL REPAIR	4,290	4,290		210	4,500		4,500	210 4.9
59035	RECOVERY-ARCHITECTS	10,490-	10,490-		520-	11,010-		11,010-	520- 5.0
59036	RECOVERY-CUPPS COLISEUM								
CENTRE 46055	TOTALS	62,000	38,670	23,330	4,490	66,490		66,490	4,490 71.9
HAMILTON CONVENTION CENTRE									
** CENTER 46060									
56117	CHEMICALS	3,150	3,150		160	3,310		3,310	160 5.1
56304	HYDRO	250,900	203,510	47,390	18,170	269,070		269,070	65,560 32.2
56305	HEATING FUELS	31,000	48,890	17,890-	1,400	32,400		32,400	16,490- 33.7-
57101	EQUIPMENT REPAIR	10,500	10,500		530	11,030		11,030	530 5.0
57108	TEMP. CONTROL REPAIR	9,750	9,750		490	10,240		10,240	490 5.0
57110	ELECTRICAL REPAIR	10,290	10,290		520	10,810		10,810	520 5.1
57113	HONEYWELL REPAIR	25,560	25,560		1,280	26,840		26,840	1,280 5.0
59038	RECOVERY-CONVENTION	59,250-	59,250-		2,980-	62,230-		62,230-	2,980- 5.0
CENTRE 46060	TOTALS	281,900	252,400	29,500	19,570	301,470		301,470	49,070 19.4
RECOVERIES FROM USERS									
** CENTER 46090									
54211	ART GALLERY	135,600-	135,600-		8,590-	144,190-		144,190-	8,590- 6.3
58019	ONTARIO GOVT.	340,500-	340,500-	34,000	16,720-	323,220-		323,220-	17,280 5.1-
59033	PARKING AUTHORITY	154,960-	154,960-	10,000	7,950-	152,910-		152,910-	2,050 1.3-
CENTRE 46090	TOTALS	631,060-	631,060-	44,000	33,260-	620,320-		620,320-	10,740 1.7-
DEPARTMENT TOTALS		2,455,450	2,593,650	36,930-	167,620	2,724,340		2,724,340	130,690 5.0

Department: C.U.P.

**H.E.C.F.I.
1990 SCHEDULE OF TRAINING COURSES**

<u>Account No.</u>	<u>Staff Name</u>	<u>Description of Courses</u>	<u>1990 Estimate</u>	<u>Rationale</u>
CH 55204 46001	J. Crane	Physical Plant Management, Professional		
	B. Calder	Developments Training Courses and		
	R. Desnoyers	Seminars	\$1,500.00	
	J. van den Heuvel	Professional Development Training Courses		
	D. Douglas	and Seminars	1,000.00	
	Various	Honeywell computer operation refresher courses	1,500.00	
		Fire Safety, Fire Extinguisher	800.00	
		Forklift Safety Seminar	800.00	
		Feedwater Treatment Seminar	800.00	
		Training allowance for reimbursement to staff for successful completion of job related courses	1,000.00	
				To keep abreast of new and developing technologies pertaining to Physical Plant management and operation.

\$7,400.00

TOTAL

Form No. 3
Department - CUP

**H. E. C. F. I.
1990 SCHEDULE OF STAFF PARKING**

1990 Estimate

Staff Name

Eleven (11) Staff @ \$25.00
per month

\$ 3,300

Nine (9) Staff @ \$75.00
per month

8,100

Parking below Copps Coliseum

Jerry Van den Heuval, Chief Electrician
Tom Fehr, Operations Engineer

Number of full time staff at CUP not
receiving parking = 3 persons

ANNUAL TOTAL

\$11,400

Department: C.U.P.

H.B.C.F.I.
1990 SCHEDULE OF TRAINING COURSES

<u>Account No.</u>	<u>Staff Name</u>	<u>Description of Courses</u>	<u>1990 Estimate</u>	<u>Rationale</u>
CH 55204 46010	T. Fehr	Professional development training		
	G. Lepitre	courses and seminars	\$1,500.00	
	B. Hamilton	Service and repair of pneumatic,	800.00	
	Various	electronic and digital controls	1,000.00	
		Training allowance		

TOTAL

\$3,300.00

FORM NO. 5

Rev. 89/09

CITY OF HAMILTON

1990 SCHEDULE OF CONVENTIONS AND CONFERENCES

Date January, 1990

H.E.C.F.I.

Department/Local Board

C.U.P.

Centre

Name of Event	Place to be Held	Dates of Event	Proposed to Attend (Name and Position)	Estimated Cost
Building Owners and Managers Association Annual Conference	T.B.A.	July 18-21	John Crane, Director of Copps Coliseum or Brad Calder, Manager of Plant and Building Operations	\$1,500.00
International Conference on Indoor Air Quality and Climate	Toronto	July 29 to August 3	R. Desnoyers, Chief Engineer	600.00
Institute of Power Engineers Annual Convention	Sudbury	September, 1990	R. Desnoyers, Chief Engineer B. Douglas, Assistant Chief Engineer	1,400.00
C.E.X. 1990 National Exposition for Plumbing, Heating, Refrigeration, Air Conditioning and Ventilation	Toronto	March 11	J. van den Heuvel, Chief Electrician T. Fehr, Maintenance Supervisor G. Lepitre, Maintenance Supervisor B. Hamilton, Maintenance Supervisor	300.00
TOTAL - "Travelling" Account 55201				\$ 3,800.00

Department: C.U.P.

**H.E.C.F.I.
1990 SCHEDULE OF MEMBERSHIPS & SUBSCRIPTIONS**

<u>Account No.</u>	<u>Staff Name</u>	<u>Description of Courses</u>	<u>1990 Estimate</u>	<u>Rationale</u>
CH 56006 46001	Memberships: John Crane	Building Owners and Manager Association	\$ 400.00	To keep abreast/apprised of current, new and developing technologies and techniques.
		Association of Engineering Technicians and Technologists	120.00	
		Ontario Arena Managers Association	130.00	
		I.P.E. Membership	60.00	
		Society of Real Property Administrators	60.00	
	Brad Calder	Association of Professional Engineers of the Province of Ontario	90.00	
	Bob Desnoyers	License Renewal (Stationary Eng.)	25.00	
		R.S.E.S. Membership	55.00	
		I.P.E. Membership	60.00	
		A.S.H.R.A.E. Membership & Chapter Dues	215.00	
	Bill Douglas	License Renewal (Stationary Eng.)	25.00	
		R.S.E.S. Membership	55.00	
		I.P.E. Membership	60.00	
	J. van den Heuvel	License Renewal (Electrician)	25.00	
	W. Murphy	License Renewal (Stationary Eng.)	25.00	
	C. Barnsley	License Renewal (Stationary Eng.)	25.00	
		TOTAL		

C.U.P.

Department:

H.E.C.F.I.
1990 SCHEDULE OF MEMBERSHIPS & SUBSCRIPTIONS

<u>Account No.</u>	<u>Staff Name</u>	<u>Description of Courses</u>	<u>1990</u> <u>Estimate</u>	<u>Rationale</u>
	<u>Memberships:</u>			
	C. Ruscinski	License Renewal (Stationary Eng.)	\$ 25.00	
	J. Gorman	License Renewal (Stationary Eng.)	25.00	
	<u>Subscriptions:</u>			
CH 56006 46001	Various	i.e. Meteorological Summary Technical Periodics, Journals	250.00	

TOTAL

\$1,730.00

Department: C.U.P.

M. E. C. F. I.
1990 SCHEDULE OF MEMBERSHIPS & SUBSCRIPTIONS

Account No.	Staff Name	Description of Courses	1990		Rationale
			Estimate		
CH 56006 46010	Memberships:				
	T. Fehr	License Renewal (Stationary Eng.)	\$ 25.00		
		R.S.E.S. Membership	55.00		
G. Lepitre		I.P.E. Membership	60.00		
		License Renewal (Stationary Eng.)	25.00		
		R.S.E.S. Membership	55.00		
R. Hamilton		I.P.E. Membership	60.00		
		License Renewal (Stationary Eng.)	25.00		
		R.S.E.S. Membership	55.00		
J. Brimer		License Renewal (Electrician)	25.00		
	V. Cantwell	License Renewal (Electrician)	25.00		
	I. Johnson	License Renewal (Electrician)	25.00		
L. Taylor		License Renewal (Refrigeration)	35.00		
	B. Hockridge	License Renewal (Stationary Eng.)	25.00		
	G. Faulkner	License Renewal (Stationary Eng.)	25.00		
N. Kapoor		License Renewal (Stationary Eng.)	25.00		
	J. Castiglione	License Renewal (Stationary Eng.)	25.00		
	C. Capuano	License Renewal (Stationary Eng.)	25.00		
TOTAL					

Department: C.U.P.

H.E.C.F.I.
1990 SCHEDULE OF MEMBERSHIPS & SUBSCRIPTIONS

<u>Account No.</u>	<u>Staff Name</u>	<u>Description of Courses</u>	<u>1990 Estimate</u>	<u>Rationale</u>
	Memberships:			
	J. Gerrior	License Renewal (Stationary Eng.)	\$ 25.00	
	H. Carte	License Renewal (Stationary Eng.)	25.00	
	J. Davis	License Renewal (Stationary Eng.)	25.00	
CH 56006 46010	Subscriptions:			
	Various	Plant Maintenance Handbooks, Manuals and Journals	130.00	

TOTAL

\$ 800.00

The Hamilton Entertainment and Convention Facilities Inc.
Corporate Division
1990 Operating Budget Overview

	Budget Estimates		Increase (Decrease) Over 1989 Estimates	
	1989	1990	Amount	%
Revenue:				
Box Office	\$449,800	\$456,100	\$6,300	1.4%
Other	73,000	91,960	18,960	26.0%
	<u>\$522,800</u>	<u>\$548,060</u>	<u>\$25,260</u>	<u>4.8%</u>
Expenditures:				
Finance and Administration	\$609,980	\$629,170	\$19,190	3.1%
Box Office	481,090	522,120	41,030	8.5%
Administration - Managing Director/CEO	235,010	191,510	(43,500)	(18.5%)
Administration - Board/Committees	-	174,140	174,140	-
Marketing/Sales	1,081,390	1,234,020	152,630	14.1%
	<u>\$2,407,470</u>	<u>\$2,750,960</u>	<u>\$343,490</u>	<u>14.3%</u>
Municipal Contribution For Corporate Division	<u>\$1,884,670</u>	<u>\$2,202,900</u>	<u>\$318,230</u>	<u>16.9%</u>

**The Hamilton Entertainment and Convention Facilities Inc.
Corporate Division
1990 Operating Budget**

Increase In 1990 Operating Expenditures \$343,490

Increase Accounted For As Follows:

- Cost of Living Adjustment On Full-Time Non-Union Salaries	\$ 48,388
- Anniversary Merit Increases On Full-Time Non-Union Salaries	46,975
- Compensation/Pay Equity Study Adjustment On Wages, Including The Cost Of Benefits - Related To The Box Office	20,515
- New Position Of Director of Marketing/Sales	75,000
- New Payroll Tax To Replace OHIP Premiums	11,940
- Blue Cross Rate Increase Of 10%	3,632
- C.P.P. Rate Increase of 10%	1,702
- U.I.C. Rate Increase of 23%	6,537
- Advertising And Promotion - An Increase Of 9.3%	43,200
- Transfer of secretarial position from Hamilton Place to Administration - Board/Committees Section , effective February 19, 1990	24,000

Travelling Cost Increases:

- Finance and Administration	\$ 750
- Box Office	--
- Managing Director/C.E.O.	<1,000>
- Board	5,000
- Marketing/Sales	<u>3,000</u>
	7,750
- Directors And Officers Liability Insurance	4,400
- Postage/Courier Charges	6,360
- Entertainment, Meetings, Receptions, Dinners	19,750
- Rental - Office Equipment	9,920
- Legal Fees	2,000
- Office Equipment	3,200
- Other Expenditure Accounts - Net	<u>8,221</u>
	<u>\$343,490</u>

1995 BUDGET WORKSHEET - FORM NO.1

COMPANY H. E. C. F. I.

DEPARTMENT CORPORATE

REVENUE ESTIMATES

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ACCOUNT (1)	DESCRIPTION (2)	1989 ACTUAL (3)	1989 ESTIMATE (4)	ADJUSTMENT TO 1989 ESTIMATE INCREASE+ DECREASE- (5)	INFLA- TIONARY COST (6)	1990 ORIGINAL ESTIMATE (4+5+6) (7)	COUNCIL/ COMMITTEE ADJUSTMENT INCREASE+ DECREASE- (8)	1990 RESULTANT APPROPRIA- TION (7+8) (9)	AMOUNT (9-4) (10)	PERCENT (10/4) (11)	INCREASE + DECREASE - OVER 1989 ESTIMATE
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** CENTER 80001 CORPORATE REVENUES

41900 MUNICIPAL CONTRIBUTION		2,465,320	2,465,320	287,110-	27,110	2,752,430		2,752,430	280,000-	10.5-	
41901 MUN. CONTRIBU. PAY EQUIP					396,860	396,860		396,860	396,860		
CENTRE 80001 TOTALS		2,465,320	2,465,320	287,110-	423,970	2,889,290		2,889,290	135,970	5.6	

** CENTER 80015 OTHER REVENUE

46001 INTEREST EARNED		123,900	60,000	18,960		78,960		78,960	16,960	31.6	
48109 RETAIL TAX COMMISSION		1,000	1,000			1,000		1,000			
48111 UNREDEEMED CERTIFICATES		11,500	12,000			12,000		12,000			
CENTRE 80015 TOTALS		136,400	73,000	18,960		91,960		91,960	13,960	26.0	

** CENTER 80021 BOX OFFICE

44001 BOX OFF. FEES-HAM. PLACE		120,600	113,300	35,000	5,000	153,300		153,300	40,000	35.3	
44002 BOX OFF. FEES-COPPS		113,300	200,000	70,000-	6,000	136,000		136,000	64,000-	32.0-	
44003 BOX OFF. FEES-OTHER		1,500	1,500	300-	100	1,500		1,500	200-	11.1-	
44004 HANDLING CHARGE-MAILROOM		10,000	5,000	4,000	3,000	13,000		13,000	7,000	116.7	
44005 HANDLING CHARGE-TELEPHONE		150,000	140,000	10,000	20,500	170,500		170,500	50,500	21.8	
44006 MISCELLANEOUS		25,000	32,000	7,000-		25,000		25,000	7,000-	21.9-	
44007 RETURNED ORDERS											
CENTRE 80021 TOTALS		426,600	493,100	26,300-	34,600	499,400		499,400	6,300	1.3	

DEPARTMENT TOTALS

		3,028,320	3,031,420	296,450-	458,570	3,193,540		3,193,540	162,120	5.3	
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1990 BUDGET WORKSHEET - FORM NO.1

COMPANY H. E. C. F. I.

DEPARTMENT CORPORATE

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BUDGET 1990
02/09/90

EXPENDITURE ESTIMATES

ACCOUNT (1)	DESCRIPTION (2)	1989 ACTUAL (3)	1989 ESTIMATE (4)	ADJUSTMENT TO 1989 ESTIMATE INCREASE+ DECREASE- (5)	INFRA- STRUCTURE COST (6)	1990 ORIGINAL ESTIMATE (4+5+6) (7)	COUNCIL/ COMMITTEE ADJUSTMENT INCREASE+ DECREASE- (8)	1990 RESULTANT APPROPRIA- TION (7+8) (9)	INCREASE + DECREASE - OVER 1989 ESTIMATE	
									AMOUNT (9-4) (10)	PERCENT (10/4) (11)
** CENTER 8001 FINANCE AND ADMINISTRATION										
51000	SALARIES & WAGES	433,130	435,130	18,070-	36,590	455,050		455,050	19,920	4.6
51003	SALARIES-AGENCIES	2,300	2,300		100	2,400		2,400	100	4.3
51200	EMPLOYEE BENEFITS	71,000	72,900		7,850	80,750		80,750	7,850	10.8
51224	MEMBERSHIPS									
53512	DIR. & OFFICERS LIABILITY	4,600	4,600	4,600-						
53513	ACCIDENT, DEATH & DISHEM	80	80			80		80		
53602	MEETINGS-EXECUTIVE COM	2,800	2,550	2,550-						
55201	TRAVELLING	1,200	2,500	200	200	3,250		3,250	750	30.0
55204	TRAINING COURSES	4,500	5,500	800	400	6,700		6,700	1,200	21.8
55206	ENTER. MEETINGS & RECEP.	500	500	20	20	520		520	20	4.0
55423	PROFESSIONAL FEES	2,000	2,000	2,000-						
56001	OFFICE SUPPLIES	5,000	10,000	3,450-	400	7,000		7,000	2,000	100.0
56004	POSTAGE	1,800	1,800	200	50	1,850		1,850	50	2.5
56006	SUBSCRIPTIONS/MEMBERSHIP	4,000	4,000	300	300	4,600		4,600	600	15.0
56149	UNSUB. PURCHASES/SERVICES	8,000	4,900	1,400	300	6,300		6,300	1,700	37.0
56301	TELEPHONE	8,000	10,950	2,950-	320	8,320		8,320	2,950	24.2
56317	AUDIT FEES	15,920	15,920		580	16,500		16,500	580	3.6
56603	RENT-OFFICE EQUIPMENT	27,900	31,900	1,400-	1,000	31,500		31,500	400	1.3
56910	RENT-CAR POOL	1,000	1,000		50	1,050		1,050	50	5.0
57101	EQUIPMENT REPAIRS & MAINT	2,000	2,000	1,150	150	3,300		3,300	1,300	65.0
58001	EQUIPMENT	592,230	609,980	31,120-	50,310	629,170		629,170	19,190	3.1
CENTRE 8001 TOTALS										
** CENTER 80021 BOX OFFICE										
51000	SALARIES & WAGES	152,000	150,830		20,660	171,490		171,490	20,660	13.7
51121	WAGES-TELEPHONE/MAILROOM	82,000	74,260	1,500	7,580	83,400		83,400	9,140	12.3
51122	WAGES-BOX OFFICE	110,000	120,940	7,300-	11,360	125,000		125,000	4,060	3.4
51200	EMPLOYEE BENEFITS	30,500	30,050	1,430	14,850	46,330		46,330	16,280	54.2
55101	CASH OVERTIME/SHORT	1,200	1,500	300-		1,200		1,200	300	20.0
55201	TRAVELLING	3,000	3,700			3,700		3,700		
55204	TRAINING COURSES		1,000			1,000		1,000		

ACCOUNT (1)	DESCRIPTION (2)	1989 ACTUAL (3)	1989 ESTIMATE (4)	ADJUSTMENT TO 1989 ESTIMATE INCREASE + DECREASE - (5)	INFLA- TIONARY COST (6)	1990 ORIGINAL ESTIMATE (4+5+6) (7)	COUNCIL/ COMMITTEE ADJUSTMENT INCREASE + DECREASE - (8)	1990 RESULANT APPROPRIA- TION (7+8) (9)	INCREASE + DECREASE - OVER 1989 ESTIMATE AMOUNT PERCENT (9-4) (10) (11)
56004	POSTAGE	5,410	5,410		100	5,570		5,570	100
56006	SUBSCRIPTIONS/MEMBERSHIP	190	190		10	200		200	105.3
56103	OPERATING SUPPLIES	7,000	12,000	5,000	200	7,200		7,200	48.0
56149	OPER. PURCHASES/SERVICES	4,290	4,290		210	4,500		4,500	104.9
56301	TELEPHONE	16,000	18,420	2,420	500	18,920		18,920	118.3
56329	TRANSPORTATION OF MONEY	10,500	10,500		530	11,030		11,030	105.0
56363	SYSTEM SERVICE CHARGE	40,000	40,000			40,000		40,000	100.0
	TOTALS	462,090	461,090	15,000	58,000	522,120		522,120	113.0
CENTRE 80021									
** CENTER 80031 ADMINISTRATION-MANAGING DIRECTOR/CEO									
51000	SALARIES & WAGES	100,000	136,790	22,150	7,560	122,220		122,220	122.2
51003	SALARIES-AGENCIES		900	600		1,500		1,500	166.7
51200	EMPLOYEE BENEFITS	13,000	19,210	850	1,000	19,360		19,360	148.9
51224	MEMBERSHIPS	80	80			80		80	100.0
53513	ACCIDENT, DEATH & DISMEM	9,000	6,420	6,420					71.3
53802	TRAVELLING	1,000	6,000	1,290	290	5,000		5,000	50.0
55201	TRAINING COURSES	200	1,000	300	200	4,000		4,000	200.0
55204	ENTER. MEETINGS & RECEPTION	2,000	3,500	4,500					225.0
55251	STAFF RELATIONS/PROB.	4,500	4,500						100.0
55400	CONSULTING FEES	26,000	26,000		950	20,000		20,000	76.9
55423	PROFESSIONAL FEES	5,000	5,000		70	1,200		1,200	24.0
56001	OFFICE SUPPLIES	1,500	1,600	630	30	1,830		1,830	122.0
56004	POSTAGE	500	1,320	420	90	1,830		1,830	366.0
56006	SUBSCRIPTIONS/MEMBERSHIP	2,250	1,700	1,700	150	3,000		3,000	133.3
56149	OPER. PURCHASES/SERVICES	2,700	3,140	290		2,320		2,320	85.9
56301	TELEPHONE	8,450	8,350	6,030	430	9,000		9,000	106.5
56603	RENT-OFFICE EQUIPMENT	5,500	8,800	700					12.7
56610	RENT-CAR POOL	100	700						700.0
58001	OFFICE EQUIPMENT	235,094	235,010	54,290	10,290	191,510		191,510	81.4
	TOTALS	235,094	235,010	54,290	10,290	191,510		191,510	81.4
CENTRE 80031									
** CENTER 80041 ADMIN-BOARD/COMMITTEES									
51000	SALARIES & WAGES				5,020	73,240		73,240	1458.0

ACCOUNT (1)	DESCRIPTION (2)	1989 ACTUAL (3)	1989 ESTIMATE (4)	ADJUSTMENT TO 1989 ESTIMATE INCREASE + DECREASE - (5)	INFLA- TIONARY COST (6)	1990 ORIGINAL ESTIMATE (4)+(5)+(6) (7)	COUNCIL/ COMMITTEE ADJUSTMENT INCREASE + DECREASE - (8)	1990 RESULTANT APPROPRIA- TION (7)+(8) (9)	INCREASE + DECREASE - OVER 1989 ESTIMATE AMOUNT PERCENT (7)-(3) (10/4) (10) (11)
51003	SALARIES - AGENCIES			1,000		1,000		1,000	1,000
51200	EMPLOYEE BENEFITS			11,200		12,000		12,000	12,000
53012	DIR. & OFFICERS LIABILITY			4,600	740	9,000		9,000	9,000
53802	MEETINGS-33A30/COMMITTEES			13,330	670	14,000		14,000	14,000
53804	HAMILTON ROOM/CORP. BOX			2,500		2,500		2,500	2,500
55201	TRAVELLING-GUARD			5,000		5,000		5,000	5,000
55204	TRAINING-COURSES			300		300		300	300
55206	BOAT COMMUNITY DINNER			9,380		10,000		10,000	10,000
55251	STAFF RELATIONS/PROM.			4,750		5,000		5,000	5,000
55423	PROFESSIONAL FEES			9,520		10,000		10,000	10,000
56001	OFFICE SUPPLIES			6,670		7,000		7,000	7,000
56004	POSTAGE/COURIER			6,770		7,000		7,000	7,000
56006	SUBSCRIPTIONS/MEMBERSHIP			2,230		2,230		2,230	2,230
56149	OPEN PURCHASES/SERVICES			2,150	100	2,250		2,250	2,250
56301	TELEPHONE			720		720		720	720
56603	RENT-OFFICE EQUIPMENT			12,000	400	12,400		12,400	12,400
58001	OFFICE EQUIPMENT			2,380	120	2,500		2,500	2,500
TOTALS				160,790	13,350	174,140		174,140	174,140

CENTRE 80041		MARKETING/SALES							
** CENTER	80041	MARKETING/SALES							
51000	SALARIES & WAGES	383,440	393,010	62,200	34,960	490,170		490,170	97,150 24.7
51003	EMPLOYEE BENEFITS	68,380	71,520	9,840	9,700	88,060		88,060	20- .6-
52001	ADVERTISING & PROMOTION	420,000	456,600	19,400	23,800	509,800		509,800	16,540 23.1
52001	TRAVELLING	28,200	39,000	1,000	2,000	42,000		42,000	43,200 9.3
52204	TRAINING-COURSES	4,900	7,500	980	420	8,900		8,900	3,000 7.7
52206	ENTER. MEETINGS & RECEPTION	4,500	8,300	1,150	550	11,000		11,000	1,400 18.7
56001	OFFICE SUPPLIES	3,400	8,340	1,690	360	7,210		7,210	1,700 18.3
56004	POSTAGE	9,000	9,930	720	270	9,480		9,480	1,330 15.6
56006	SUBSCRIPTIONS/MEMBERSHIP	7,600	7,630	450	320	7,500		7,500	450- 4.5-
56149	OPEN PURCHASES/SERVICES	6,650	9,980	1,380	470	9,070		9,070	130- 1.7-
56301	TELEPHONE	13,400	15,480	1,030	600	15,000		15,000	910- 9.1-
56311	ANNUAL FINANCIAL REPORT								430- 3.1-
56603	RENT-OFFICE EQUIPMENT	26,500	23,500	2,870	1,080	27,450		27,450	3,950 16.8

1990 BUDGET WORKSHEET - FORM NO. 1
EXPENDITURE ESTIMATES

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02/09/99

COMPANY H. C. C. F. I.
DEPARTMENT CORPORATE

DEPARTMENT	ACCOUNT (1)	DESCRIPTION (2)	1989 ACTUAL (3)	1989 ESTIMATE (4)	ADJUSTMENT TO 1989 ESTIMATE		INFLA- TIONARY COST (5)	1990 ORIGINAL ESTIMATE (4)+(6) (7)	COUNCIL/ COMMITTEE ADJUSTMENT		1990 RESULTANT APPROPRIA- TION (7)+(9) (9)	INCREASE + DECREASE - OVER 1989 ESTIMATE	
					INCREASE + DECREASE - (6)	ESTIMATE (7)			INCREASE + DECREASE - (8)	AMOUNT PERCENT (7-4) (10) (11)			
	56608	RENT - OFFICES	11,600	11,100	11,100-			200			200	11,100-100.0-	
	57101	EQUIPMENT REPAIRS & MAINT	1,700	4,700	90-	190		4,800			4,800	100	2.1
	58001	OFFICE EQUIPMENT	999,420	1,031,390	80,910	71,720		1,234,020			1,234,020	152,630	14.1
		TOTALS											
		</											

Department: Marketing/Sales

H.E.C.F.I.
1990 SCHEDULE OF MEMBERSHIPS & SUBSCRIPTIONS

Account No.	Staff Name	Description	1990		Rationale
			Estimate		
HE 56006 80061	Memberships:				
	Mary Webb	A.T.P.A.M. Membership	\$ 630.00		Union representation necessary for American shows
	Mary Webb	A.T.P.A.M. Yearly Union Dues	105.00		
	Alison Nicholson	Hamilton P.R. Association Membership	80.00		Good PR and sales support
	David Watkins	Hamilton P.R. Association Membership	80.00		Good PR and sales support
	Alison Nicholson	Canadian P.R. Association Membership	255.00		Good PR and sales support
	David Watkins	Canadian P.R. Association Membership	255.00		Good PR and sales support
	Leslee Stewart	Ad and Sales Club Membership	260.00		Professional Membership
	Leslee Stewart	C.A.F.M. Annual Membership	100.00		Professional Membership
	Sal Farrauto	Canadian Society of Assn. Executives	325.00		
	Sal Farrauto	American Society of Assn. Executives	310.00		
	Sal Farrauto	Canadian Assn. of Exposition Managers	300.00		
	Sal Farrauto	Hamilton & District Chamber of Commerce	220.00		
	Karen Dowhan	Canadian Society of Assn. Executives	325.00		
	Karen Dowhan	Ontario Convention & Visitors Assn.	200.00		
	Vince Guglielmo	Meeting Planners International	300.00		
	Carolyn Melia	Hamilton Ad and Sales Club	300.00		
	Contingency	For Director of Marketing/Sales, etc.	600.00		
		TOTAL			

Department: Marketing/Sales

H.E.C.F.I.
1900 SCHEDULE OF MEMBERSHIPS & SUBSCRIPTIONS

<u>Account No.</u>	<u>Staff Name</u>	<u>Description</u>	<u>1900 Estimate</u>	<u>Rationale</u>
HE 56006 80061	Memberships:			
	Mary Webb	A.T.P.A.M. Membership	\$ 630.00	Union representation necessary for American shows
	Mary Webb	A.T.P.A.M. Yearly Union Dues	105.00	
	Alison Nicholson	Hamilton P.R. Association Membership	80.00	Good PR and sales support
	David Watkins	Hamilton P.R. Association Membership	80.00	Good PR and sales support
	Alison Nicholson	Canadian P.R. Association Membership	255.00	Good PR and sales support
	David Watkins	Canadian P.R. Association Membership	255.00	Good PR and sales support
	Leslee Stewart	Ad and Sales Club Membership	260.00	Professional Membership
	Leslee Stewart	C.A.E.M. Annual Membership	100.00	Professional Membership
	Sal Farrauto	Canadian Society of Assn. Executives	325.00	
	Sal Farrauto	American Society of Assn. Executives	310.00	
	Sal Farrauto	Canadian Assn. of Exposition Managers	300.00	
	Sal Farrauto	Hamilton & District Chamber of Commerce	220.00	
	Karen Dowhan	Canadian Society of Assn. Executives	325.00	
	Karen Dowhan	Ontario Convention & Visitors Assn.	200.00	
	Vince Guglielmo	Meeting Planners International	300.00	
	Carolyn Melia	Hamilton Ad and Sales Club	300.00	
	Contingency	For Director of Marketing/Sales, etc.	600.00	
		TOTAL		

Department: Marketing/Sales

H.E.C.F.I.
1990 SCHEDULE OF MEMBERSHIPS & SUBSCRIPTIONS

Account No.	Staff Name	Description	1990 Estimate	Rationale
HE 56006 80061	Subscriptions:			
	David Watkins	Globe Subscription	\$ 200.00	Essential for Department
	David Watkins	Toronto Star Subscription	200.00	
	David Watkins	Spectator Subscription	160.00	
	David Watkins	Hockey News	30.00	
	David Watkins	Marketing	100.00	
	Mary Webb	N.Y. Sunday Times	315.00	
	Leslee Stewart	Billboard Newsweekly	300.00	
	Leslee Stewart	Pollstar Publication	300.00	
	Leslee Stewart	Amusement Business Newsweekly	150.00	
	Leslee Stewart	Performance Magazine	200.00	
	Leslee Stewart	Various subscriptions, Periodicals, etc.	490.00	
	To Be Assigned	Religious Conference Management Assoc.	125.00	
	Contingency	For Director of Marketing/Sales, etc.	285.00	

TOTAL\$7,500.00

Department: Managing Director/C.E.O.H.E.C.F.I.
1990 SCHEDULE OF MEMBERSHIPS & SUBSCRIPTIONS

<u>Account No.</u>	<u>Staff Name</u>	<u>Description</u>	<u>1990 Estimate</u>	<u>Rationale</u>
	<u>Memberships:</u>			
	Gabe Macaluso	I.A.A.M.	\$ 650.00	
		SKAL	350.00	
		Rotary	150.00	
		Chamber of Commerce	200.00	
	<u>Subscriptions:</u>			
HE 56006 80031	Gabe Macaluso	The Toronto Star	200.00	
		The Hamilton Spectator	160.00	
		Miscellaneous	120.00	

TOTAL\$1,830.00

Form No. 2

Department: Administration - Board/
Committee

**H.E.C.F.I.
1990 SCHEDULE OF MEMBERSHIPS & SUBSCRIPTIONS**

<u>Account No.</u>	<u>Staff Name</u>	<u>Description</u>	<u>1990 Estimate</u>	<u>Rationale</u>
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Memberships:
Pat Bennett

A.M.C.T. Annual Membership \$230.00

TOTAL

\$230.00

Department: Finance and Administration

H.E.C.F.I.
1990 SCHEDULE OF MEMBERSHIPS & SUBSCRIPTIONS

Account No.	Staff Name	Description	1990 Estimate	Rationale
	Memberships:			
	John Leuser	C.I.C.A. Memberships		Memberships required for the positions and result in professional development courses being made available.
	Rick DiFilippo	Hamilton Chapter		
	Jane Hartwell	C.A. Memberships	\$2,000.00	
	Ron Wilson	C.M.A. Student Membership	220.00	Memberships are in a recognized accounting program.
	Karen Stanton	C.M.A. Student Membership	220.00	
	Linda Ambridge	C.M.A. Student Membership	220.00	
	Joan Mills	Personnel Association of Ontario	300.00	
	Joan Mills	A.M.C.T.O. Memberships		Memberships are in a recognized professional organization directly related to individuals job responsibilities.
	John Leuser	A.M.C.T.O. Memberships	470.00	
	Subscriptions:			
HE 56006 80011	John Leuser	The Globe and Mail	200.00	Subscriptions to keep the Director and his staff informed of new external developments and trends.
		The Hamilton Spectator	160.00	
		Financial Post	100.00	
		C.C.H. - Canada Income Tax Guide	200.00	

TOTAL

Department: Finance and Administration

H.E.C.F.I.
1990 SCHEDULE OF MEMBERSHIPS & SUBSCRIPTIONS

Account No.

HE 56006 80011

Staff Name

Subscriptions:
Rick DiFilippo

Description

C.I.C.A. Accountants Manual Updates \$ 90.00
The Bottomline 70.00
Canadian Goods & Service Tax Reporter 150.00
Contingency 200.00

1990

Estimate

Rationale

TOTAL

\$4,600.00

Department: Box Office

H.E.C.F.I.
1990 SCHEDULE OF MEMBERSHIPS & SUBSCRIPTIONS

<u>Account No.</u>	<u>Staff Name</u>	<u>Description</u>	<u>1990 Estimate</u>	<u>Rationale</u>
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HE 80021

Memberships:
Marilyn Bowlby

Box Office Management International

\$200.00

Business membership of direct benefit to HECFI
in terms of keeping up with changing trends in
Box Office Management including hardware and
software development.

TOTAL

 \$200.00

H. E. C. F. I.
1990 SCHEDULE OF STAFF PARKING

<u>Staff Name</u>	<u>1990 Estimate</u>
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Barry Snetsinger, Director of Marketing/Sales	\$ 900
Mary Webb, Manager of Marketing/Sales	\$ 900
Karen Dowhan. Sales Executive	\$ 900
Vince Guglielmo, Sales Executive	\$ 900
Sal Farrauto, Sales Manager	\$ 900
Leslee Stewart, Sales Executive	\$ 900
David Watkins, PR Co-ordinator	\$ 840

Number of full-time staff not
receiving parking privileges = 7 persons

ANNUAL TOTAL	\$6,240
---------------------	----------------

Form No. 3
Department - Administration -
Board/Committees

**H. E. C. F. I.
1990 SCHEDULE OF STAFF PARKING**

Staff Name

1990 Estimate

Pat Bennett, Board Secretary

\$ 840

ANNUAL TOTAL

\$ 840

H. E. C. F. I.
1990 SCHEDULE OF STAFF PARKING

Staff Name

1990 Estimate

John Leuser Director of Finance and Admin.	\$ 900
Rick DiFilippo, Comptroller	\$ 900
Janie Hartwell, Accounting Supervisor	\$ 840
Ron Wilson, Senior Finance Officer	\$ 840
Joan Mills, Administration	\$ 900

Number of full-time staff not
receiving parking privileges = 7 persons

ANNUAL TOTAL

\$4,380

Form No. 3
Department - Box Office

H. E. C. F. I.
1990 SCHEDULE OF STAFF PARKING

Staff Name

1990 Estimate

Marilyn Bowlby, Box Office Manager

\$ 900

Linda Persichini, Box Office Supervisor

\$ 840

Number of full-time staff not
receiving parking privileges = 4 persons

ANNUAL TOTAL

\$1,740

Department: Administration - Board/
Committee

H.B.C.F.I.
1990 SCHEDULE OF TRAINING COURSES

Account No.	Staff Name	Description of Courses	1990 Estimate	Rationale
HE 55204	Pat Bennett	A.M.C.T. Course Unit #4	\$100.00	
		A.M.C.T. Comprehensive Exam	100.00	
		Miscellaneous	100.00	

TOTAL

 \$300.00

Department: Marketing/Sales

H.E.C.F.I.
1990 SCHEDULE OF TRAINING COURSES

<u>Account No.</u>	<u>Staff Name</u>	<u>Description of Courses</u>	<u>1990 Estimate</u>	<u>Rationale</u>
HE 55204 80061	Alison Nicholson	Computer Courses		Complete implementation of computer package, cost savings.
	Bryan Cripps			
	David Watkins			
	Cheryl Bogie	Management Course	\$ 800.00	To encourage staff to improve their skills.
	Mary Webb		500.00	Upgrading marketing skills.
	Mary Webb	Marketing/Sales Seminars		
	Alison Nicholson			
	Bryan Cripps			
	David Watkins		1,000.00	
	David Watkins	General Business Course	300.00	Development of business knowledge.
	David Watkins	Arena Marketing/Sales Seminar	1,000.00	
	Cheryl Bogie	Communications Course	300.00	
	Leslee Stewart	Business Ethics	300.00	
	Leslee Stewart	Negotiating To Win	250.00	To keep abreast of new sales and marketing techniques.
	Leslee Stewart	Marketing II	300.00	
	Diana Bordonaro	To be determined	250.00	
	Sal Farrauto	Professional Development	800.00	

TOTAL

Department: Marketing/Sales

H.E.C.F.I.
1990 SCHEDULE OF TRAINING COURSES

<u>Account No.</u>	<u>Staff Name</u>	<u>Description of Courses</u>	<u>1990 Estimate</u>	<u>Rationale</u>
HE 55204 80061	Karen Dowhan	I.A.V.C.B./A.S.A.E. Courses,		
	Vince Guglielmo	Career Track or others	\$2,700.00	
	Carolyn Melia			
	Silena McEwen	Secretarial Courses	400.00	
	Jeannine Flett			

TOTAL\$8,900.00

Department: Box Office

H.E.C.F.I.
1990 SCHEDULE OF TRAINING COURSES

<u>Account No.</u>	<u>Staff Name</u>	<u>Description of Courses</u>	<u>1990 Estimate</u>	<u>Rationale</u>
HE 55204 80021	6 Full Time & 40 Part Time Staff	Various Courses, Seminars and Training Tapes	\$1,000.00	To train Box Office Staff and stress customer service skills.

TOTAL

\$1,000.00

Department: Finance and Administration

H.E.C.F.I.
1990 SCHEDULE OF TRAINING COURSES

Account No.	Staff Name	Description of Courses	1990 Estimate	Rationale
HE 55204 80011	John Leuser	Professional Development		To encourage staff to improve and update skills required for performance of their duties.
	Rick DiFilippo	Courses Offered by the C.I.C.A.		
	Jane Hartwell		\$1,500.00	
	John Leuser	A.M.C.T.O. Course	80.00	
	Jane Hartwell	A.M.C.T.O. Course	100.00	
	Joan Mills	O.M.D.P. Management Certificate Course (2)	120.00	
	Joan Mills	Personnel Management (3)	810.00	
	Linda Ambridge	C.M.A. Courses (5)	1,250.00	
	Karen Stanton	C.M.A. Courses (6)	1,650.00	
	Ron Wilson	C.M.A. Courses (2)	700.00	
	Kim Turner	Accounting Courses (2)	200.00	
	Heidi Evans	Administrative/Human Relations	290.00	

TOTAL

\$6,700.00

FORM NO. 5

Rev. 89/09

CITY OF HAMILTON

1990 SCHEDULE OF CONVENTIONS AND CONFERENCES

Date January, 1990 **Department/Local Board** H.E.C.F.I. **Centre** Managing Director/C.E.O.

Name of Event	Place to be Held	Dates of Event	Proposed to Attend (Name and Position)	Estimated Cost
I.A.A.M. Conference			Gabe Macaluso, Managing Director/C.E.O.	\$1,000.00
Various			Gabe Macaluso, Managing Director/C.E.O.	4,000.00
TOTAL - "Travelling" Account 55201				\$ 5,000.00

CITY OF HAMILTON

1990 SCHEDULE OF CONVENTIONS AND CONFERENCES

Date January, 1990Department/Local Board H.E.C.F.I.Centre Marketing/Sales

Name of Event	Place to be Held	Dates of Event	Proposed to Attend (Name and Position)	Estimated Cost
Travel Expo 90	New York State	March, 1990	Alison Nicholson, Marketing Coordinator	\$ 1,000.00
Marketing Convention	New York City	T.B.A.	Mary Webb, Marketing Services Manager	1,500.00
I.A.A.M. District II Annual Conference	Toledo, Ohio	April, 1990	Leslee Stewart, Sales Executive	1,200.00
C.A.E.M. Annual Conference	Vancouver, BC	July 8 - 11	Leslee Stewart, Sales Executive	2,000.00
Summit 1990	Ft. Lauderdale, FL	February 1-4	Leslee Stewart, Sales Executive	2,000.00
Canadian Society of Association Executive National Affiliates Meeting	Calgary, AL	March 21-22	Sal Farrauto	500.00
Meeting Planners International Regional Conference	Haliburton, ON	March or April	Vince Guglielmo	550.00
Canadian Association of Exposition Managers	Vancouver, BC	July, 1990	Sal Farrauto	1,200.00
American Society of Association Executives Annual Conference	Chicago, IL	July 28 - Aug 1	Sales Executive	2,000.00
TOTAL - "Travelling" Account 55201				\$ -----

FORM NO. 5

Rev. 89/09

CITY OF HAMILTON

1990 SCHEDULE OF CONVENTIONS AND CONFERENCES

Date January, 1990

Department/Local Board

H.E.C.F.I.

Centre

Marketing/Sales

Name of Event	Place to be Held	Dates of Event	Proposed to Attend (Name and Position)	Estimated Cost
Canadian Society of Association Executives Annual Conference	Hamilton	August 12-15	Sal Farrauto and Karen Dowhan	\$ 1,500.00
Ontario Convention and Visitors Association Marketplace	Ottawa & Toronto	Spring and Fall	Karen Dowhan or Vince Guglielmo	500.00
Sales Calls	Ottawa	Monthly	Karen Dowhan and Vince Guglielmo	6,000.00
Sales Calls	Toronto	Weekly (9 Mths)	Karen Dowhan, Vince Guglielmo, Carolyn Melia	10,000.00
Travel to Luncheons	Toronto	Monthly	Sal Farrauto, Karen Dowhan, Vince Guglielmo	1,500.00
Contingency - bid presentations, attendance building and Director of Marketing/Sales				10,550.00
TOTAL - "Travelling" Account 55201				\$ 42,000.00

FORM NO. 5

Rev. 89/09

CITY OF HAMILTON

1990 SCHEDULE OF CONVENTIONS AND CONFERENCES

Date January, 1990 Department/Local Board H.E.C.F.I.
 Centre Corporate- Finance and Administration

Name of Event	Place to be Held	Dates of Event	Proposed to Attend (Name and Position)	Estimated Cost
A.M.C.T.O. Annual Conference	Toronto	June 24-27	Joan Mills, Administrative Co-ordinator	\$ 750.00
C.I.C.A. Provincial Conference	London, Ontario	June 10-12	Rick DiFilippo, Comptroller	1,000.00
C.I.C.A. National Conference	Saskatoon, SK	September, 1990	John Leuser, Director of Finance and Administration	1,500.00
TOTAL - "Travelling" Account 55201				\$ 3,250.00

FORM NO. 5

Rev. 89/09

CITY OF HAMILTON

1990 SCHEDULE OF CONVENTIONS AND CONFERENCES

Department/Local Board H.E.C.F.L.

Date January, 1990

Centre Box Office

Name of Event	Place to be Held	Dates of Event	Proposed to Attend (Name and Position)	Estimated Cost
Box Office Management Inter- national Conference	San Francisco	Jan. 30 - Feb. 2	Marilyn Bowlby, Box Office Manager	\$2,200.00
Box Office Management District Conference	T.B.A.	Summer	Box Office Supervisor	1,500.00
TOTAL - "Travelling" Account 55201				----- \$3,700.00



Hamilton
Entertainment
and Convention
Facilities Inc.

101 York Boulevard
Hamilton, Ontario
Canada L8R 3L4
Tel. 416 527-7900

MEMO TO: Mr. J. Thompson
Secretary
Finance and Administration

FROM: Patricia Bennett
Secretary to the Board of Directors

DATE: February 6, 1990

SUBJECT: 1990 - 1994 CAPITAL BUDGET PROGRAMME FOR
H.E.C.F.I.

RECOMMENDATION:

THE H.E.C.F.I. BOARD OF DIRECTORS RESPECTFULLY RECOMMENDS:

- (a) THAT THE ATTACHED 1990 - 1994 CAPITAL BUDGET PROGRAMME FOR H.E.C.F.I. BE INCLUDED IN THE CITY'S OVERALL 1990 - 1994 CAPITAL BUDGET PROGRAMME; and
- (b) THAT THE CITY TREASURER BE ADVISED IN ACCORDANCE WITH ESTABLISHED CITY POLICY THAT THE MARQUEE FOR HAMILTON PLACE, AT AN ESTIMATED COST OF \$500,000. (SEE ATTACHMENT), IS ANTICIPATED TO BE FUNDED IN 1990 FROM THE CAPITAL IMPROVEMENT SURCHARGE FUND.

BACKGROUND:

- H.E.C.F.I.'s 1990 - 1994 Capital Budget Programme was approved by the H.E.C.F.I. Executive Committee on February 5, 1990.

February 6, 1990

HECFI Capital Budget Programme

Page 2

- City Council's policy of October 14, 1986 permits Capital Improvements which are to be funded from the Capital Improvement Surcharge Fund to be excluded from the regular five year Capital Budget Programme. However, the City Treasurer is to be advised of which projects they are in order that a notation may be made of them during the capital budget process.
- During the capital budget process cuts totalling \$7,793,000. were made to the 1990 - 1994 Capital Budget Programme.

Respectfully submitted,



Patricia Bennett
Secretary to the Board of Directors

cc: Mr. E. Matthews, City Treasurer
Mr. B. Hotrum, Treasury Officer
Mr. G. Macaluso, Managing Director/CEO
Mr. J. Leuser, Director of Finance & Administration

City of Hamilton
Treasury

1990-1994 CAPITAL BUDGET
INDIVIDUAL CAPITAL PROJECT SUBMISSION FORM

1. DEPARTMENT/LOCAL BOARD: HAMILTON PLACE/HECET
2. (a) PROJECT NUMBER: _____
(b) PROJECT NAME: MARQUEE
3. DETAILED DESCRIPTION, STATING PURPOSE, TYPE OF PROJECT, LOCATION, ETC.:
To inform prospective and committed patrons to Hamilton Place of
events that will take place in it. Messages will concern themselves
primarily with events that are being performed on the day the event
is taking place. In addition, a rooflike structure or awning pro-
jecting over the entrance adjacent to the sign will also be included

4. (a) PROJECT STARTING DATE: 1990
(b) PROJECT FINISHING DATE: 1990
(c) YEAR ONTARIO MUNICIPAL BOARD APPROVAL REQUIRED: _____
5. (a) GROSS COST OF PROJECT
IN YEAR-OF-START DOLLARS: \$ 500,000
(b) LESS SUBSIDIES AND OTHER RECEIPTS: \$ _____
(c) NET CITY'S COST: \$ _____

NO. OF PERSON
YEARS CREATED

6. (a) YEAR OF EXPENDITURE - 1990 \$ 500,000
NOTE: This project was previously 1991 \$ _____
estimated to cost \$350,000 but has 1992 \$ _____
been revised after preliminary 1993 \$ _____
rendering indicates a possible 1994 \$ _____
expenditure of \$500,000. - 1995 & after \$ _____
- (b) TOTAL NUMBER OF PERSON YEARS CREATED: _____

7. ADDITIONAL JOBS TO BE CREATED BY THE PROJECT: _____
8. ADDITIONAL ANNUAL OPERATING COST: \$ _____
9. EFFECT OF REDUCTION IN COST, DELAY OR ELIMINATION OF THIS PROJECT:
A loss of revenue will result if this project is delayed or
cancelled.

10. WAS THIS PROJECT IN LAST YEAR'S APPROVED CAPITAL BUDGET?

NO ☒ YES ☐ - AT CITY'S COST OF \$ _____
- SCHEDULED TO START IN THE YEAR _____

[Signature]
Signature of Department Head/Local
Board Manager
(for Standing Committee)

Oct. 13/89
Date

[Signature]
Signature of C.A.O.

(for Executive Committee)

Jan 15/90
Date

**THE HAMILTON ENTERTAINMENT AND
CONVENTION FACILITIES INC.**

Consolidated Summary of the
1990 - 1994 Capital Budget Programme

Description	1990	1991	1992	1993	1994	1990 - 1994 Total
Hamilton Place	\$ 730,000	\$ 115,000	\$ 70,000	\$ 150,000	\$ 100,000	\$ 1,165,000
Hamilton Convention Centre	62,000	125,000	100,000	235,000	1,020,000	1,542,000
Copps Coliseum	50,000	100,000	75,000	75,000	240,000	540,000
Provisions for N.H.L.	170,000	3,000,000	2,900,000	--	--	6,070,000
Corporate	75,000	--	--	650,000	--	725,000
Total	\$1,087,000	\$3,340,000	\$3,145,000	\$1,110,000	\$1,360,000	\$10,042,000

=====

**THE HAMILTON ENTERTAINMENT AND
CONVENTION FACILITIES INC.**

Summary of the 1990 - 1994 Capital Budget Programme

for Hamilton Place

Description	1990	1991	1992	1993	1994	1990 - 1994 Total
Great Hall Banners	\$ 570,000					\$ 570,000
Great Hall Ice Machines and Beer Coolers		\$ 20,000	\$ 20,000			40,000
Studio Theatre Lighting and Sound Equipment				\$150,000		150,000
Studio Theatre Risers and Chairs		50,000	50,000			100,000
Great Hall Stage Lights	60,000					60,000
Great Hall Dimming Control	100,000					100,000
Various Equipment and Furniture Renovations		\$ 45,000				45,000
Various Equipment Purchases and Renovations					\$100,000	100,000
Total	\$ 730,000	\$115,000	\$ 70,000	\$150,000	\$100,000	\$1,165,000

=====

Note: The Marquee capital project is intended to be financed from the Capital Improvement Ticket Surcharge Reserve Account. This project is not reflected in the above five year capital budget programme. In accordance with a resolution of City Council on October 14, 1986, the City Treasurer was directed to make a notation in the relevant portion(s) of the Capital budget documentation to note which Capital Improvements are being funded from the Capital Improvement Surcharge Fund. The Assistant Director of Hamilton Place has estimated that the balance required to complete the Marquee project is \$500,000. As of December 6, 1989, consultant's fees and expenses totalling \$54,117.92 have already been paid in respect of the project.

City of Hamilton
Treasury

1990-1994 CAPITAL BUDGET
INDIVIDUAL CAPITAL PROJECT SUBMISSION FORM

1. DEPARTMENT/LOCAL BOARD: HAMILTON PLACE/HECFI
2. (a) PROJECT NUMBER: _____
- (b) PROJECT NAME: Great Hall Banners

3. DETAILED DESCRIPTION, STATING PURPOSE, TYPE OF PROJECT, LOCATION, ETC.:
The mechanical system that supports the Great Hall Banners has become unsafe and must be replaced. The acoustical banners as the primary element/device for properly tuning the Great Hall for acoustical performance (i.e. Hamilton Philharmonic and Bach-Elgar Choir) must function as designed. Consultants have advised that the mechanical rigging must be replaced. Presently they constitute a safety hazard to technicians and audience.

4. (a) PROJECT STARTING DATE: 1990
- (b) PROJECT FINISHING DATE: _____
- (c) YEAR ONTARIO MUNICIPAL BOARD APPROVAL REQUIRED _____
5. (a) GROSS COST OF PROJECT
- IN YEAR-OF-START DOLLARS: \$ 700,000
- (b) LESS SUBSIDIES AND OTHER RECEIPTS: \$ _____
- (c) NET CITY'S COST: \$ _____

- | | | | NO. OF PERSON
YEARS CREATED |
|---|------|----------------|--------------------------------|
| | 1989 | 130,000 | |
| 6. (a) YEAR OF EXPENDITURE - 1990 | \$ | <u>570,000</u> | |
| NOTE: An amount of \$130,000 has already been approved in 1989 - 1991 | \$ | | |
| for this project. A new Tender-C 1992 | \$ | | |
| will be issued for this project | \$ | | |
| with the total overall expenditure ¹⁹⁹³ | \$ | | |
| not expected to exceed \$700,000 - 1994 | \$ | | |
| - 1995 & after | \$ | | |
| (b) TOTAL NUMBER OF PERSON YEARS CREATED: | | | <u> </u> |

7. ADDITIONAL JOBS TO BE CREATED BY THE PROJECT: _____
8. ADDITIONAL ANNUAL OPERATING COST: \$ _____
9. EFFECT OF REDUCTION IN COST, DELAY OR ELIMINATION OF THIS PROJECT:
A safety hazard to technicians and audience would be the result of a delay in carrying out this work.

10. WAS THIS PROJECT IN LAST YEAR'S APPROVED CAPITAL BUDGET?
- NO ☐ YES ☒ - AT CITY'S COST OF \$ 130,000
- SCHEDULED TO START IN THE YEAR 1990

December 12/89
Signature of Department Head/Local
Board Manager
(for Standing Committee)

Date

[Signature]
Signature of C.A.O.

(for Executive Committee)

Jan 15/90
Date

City of Hamilton
Treasury

1990-1991 CAPITAL BUDGET
INDIVIDUAL CAPITAL PROJECT SUBMISSION FORM

1. DEPARTMENT/LOCAL BOARD: HAMILTON PLACE/HECFI
2. (a) PROJECT NUMBER: _____
(b) PROJECT NAME: Great Hall Ice Machines and Beer Coolers
3. DETAILED DESCRIPTION, STATING PURPOSE, TYPE OF PROJECT, LOCATION, ETC.:
Ice Machines and beer coolers will need to be replaced by 1991.

4. (a) PROJECT STARTING DATE: 1991
(b) PROJECT FINISHING DATE: 1992
(c) YEAR ONTARIO MUNICIPAL BOARD APPROVAL REQUIRED: _____
5. (a) GROSS COST OF PROJECT
IN YEAR-OF-START DOLLARS: \$ 40,000
(b) LESS SUBSIDIES AND OTHER RECEIPTS: \$ _____
(c) NET CITY'S COST: \$ _____

NO. OF PERSON
YEARS CREATED

6. (a) YEAR OF EXPENDITURE - 1990 \$ _____
*These amounts were originally submitted as \$75,000 each in - 1991 \$ 20,000
1990 and 1991. The new projections better reflect the needs of this area. - 1992 \$ 20,000
- 1993 \$ _____
- 1994 \$ _____
- 1995 & after \$ _____

(b) TOTAL NUMBER OF PERSON YEARS CREATED: _____

7. ADDITIONAL JOBS TO BE CREATED BY THE PROJECT. _____
8. ADDITIONAL ANNUAL OPERATING COST: \$ _____
9. EFFECT OF REDUCTION IN COST, DELAY OR ELIMINATION OF THIS PROJECT:
The ice machines and beer coolers are becoming less efficient and require more frequent repair.

10. WAS THIS PROJECT IN LAST YEAR'S APPROVED CAPITAL BUDGET?

NO ☐

YES ☒

- AT CITY'S COST OF \$ 150,000

- SCHEDULED TO START IN THE YEAR 1991

[Signature]
Signature of Department Head/Local
Board Manager
(for Standing Committee)

[Signature]
Signature of C.A.O.

(for Executive Committee)

December 12/89
Date

Jan 15/90
Date

City of Hamilton
Treasury

1990-1994 CAPITAL BUDGET
INDIVIDUAL CAPITAL PROJECT SUBMISSION FORM

1. DEPARTMENT/LOCAL BOARD: HAMILTON PLACE/HECFI
2. (a) PROJECT NUMBER: _____
(b) PROJECT NAME: Studio Theatre Lighting and Sound Equipment
3. DETAILED DESCRIPTION, STATING PURPOSE, TYPE OF PROJECT, LOCATION, ETC.:
The lighting and sound equipment in the Studio Theatre have
become obsolete and require updating.
4. (a) PROJECT STARTING DATE: 1993
(b) PROJECT FINISHING DATE: 1993
(c) YEAR ONTARIO MUNICIPAL BOARD APPROVAL REQUIRED: _____
5. (a) GROSS COST OF PROJECT
IN YEAR-OF-START DOLLARS: \$ 150,000
(b) LESS SUBSIDIES AND OTHER RECEIPTS: \$ _____
(c) NET CITY'S COST: \$ _____
6. (a) YEAR OF EXPENDITURE - 1990 \$ _____
- 1991 \$ _____
- 1992 \$ _____
- 1993 \$ 150,000
- 1994 \$ _____
- 1995 & after \$ _____
(b) TOTAL NUMBER OF PERSON YEARS CREATED: _____
7. ADDITIONAL JOBS TO BE CREATED BY THE PROJECT: _____
8. ADDITIONAL ANNUAL OPERATING COST: \$ _____
9. EFFECT OF REDUCTION IN COST, DELAY OR ELIMINATION OF THIS PROJECT:
Breakdowns in equipment will not make it possible to run the
Studio Theatre as efficiently and effectively as previously.
This equipment has reached the end of its life cycle.
10. WAS THIS PROJECT IN LAST YEAR'S APPROVED CAPITAL BUDGET?
NO ☒ YES ☐ - AT CITY'S COST OF \$ _____
- SCHEDULED TO START IN THE YEAR _____

NO. OF PERSON
YEARS CREATED

[Signature]
Signature of Department Head/Local
Board Manager
(for Standing Committee)

December 12/87
Date

[Signature]
Signature of C.A.O.

(for Executive Committee)

Jan 15/90
Date

City of Hamilton
Treasury

1990-1994 CAPITAL BUDGET
INDIVIDUAL CAPITAL PROJECT SUBMISSION FORM

1. DEPARTMENT/LOCAL BOARD: HAMILTON PLACE/HECFI
2. (a) PROJECT NUMBER: _____
- (b) PROJECT NAME: Studio Theatre Risers and Chairs
3. DETAILED DESCRIPTION, STATING PURPOSE, TYPE OF PROJECT, LOCATION, ETC.:
The risers in the Studio Theatre hold the seating for the audiences
that attend shows in that space. They have been in use for the
past 16 years. The chairs that are placed on the risers were
purchased 11 years ago. The risers have become unsafe and the
chairs are wearing out.

4. (a) PROJECT STARTING DATE: 1991
- (b) PROJECT FINISHING DATE: 1992
- (c) YEAR ONTARIO MUNICIPAL BOARD APPROVAL REQUIRED: _____

5. (a) GROSS COST OF PROJECT
IN YEAR-OF-START DOLLARS: \$ 100,000
- (b) LESS SUBSIDIES AND OTHER RECEIPTS: \$ _____
- (c) NET CITY'S COST: \$ _____

NO. OF PERSON'
YEARS CREATED

6. (a) YEAR OF EXPENDITURE - 1990 \$ _____
- 1991 \$ 50,000
- 1992 \$ 50,000
- 1993 \$ _____
- 1994 \$ _____
- 1995 & after \$ _____

(b) TOTAL NUMBER OF PERSON YEARS CREATED: _____

7. ADDITIONAL JOBS TO BE CREATED BY THE PROJECT: _____

8. ADDITIONAL ANNUAL OPERATING COST: \$ _____

9. EFFECT OF REDUCTION IN COST, DELAY OR ELIMINATION OF THIS PROJECT:
Unsafe and uncomfortable conditions for audiences that use
this space.

10. WAS THIS PROJECT IN LAST YEAR'S APPROVED CAPITAL BUDGET?

NO ☒ YES ☐ - AT CITY'S COST OF \$ _____
- SCHEDULED TO START IN THE YEAR _____

[Signature]
Signature of Department Head/Local
Board Manager
(for Standing Committee)

Date

[Signature]
Signature of C.A.O.

(for Executive Committee)

Date

City of Hamilton
Treasury

1990-1994 CAPITAL BUDGET
INDIVIDUAL CAPITAL PROJECT SUBMISSION FORM

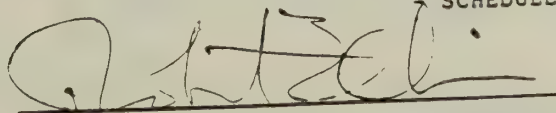
1. DEPARTMENT/LOCAL BOARD: HAMILTON PLACE/HECFI
2. (a) PROJECT NUMBER: _____
(b) PROJECT NAME: Great Hall Stage Lights
3. DETAILED DESCRIPTION, STATING PURPOSE, TYPE OF PROJECT, LOCATION, ETC.:
The F.O.H. Stage Lights are now 16 years old and the most used instruments Hamilton Place owns are now becoming unreliable. These lamps are used for every show that comes to Hamilton Place, except the odd rock and roll show. After continual maintenance they are now not even able to hold trim for a show.
4. (a) PROJECT STARTING DATE: 1990
(b) PROJECT FINISHING DATE: _____
(c) YEAR ONTARIO MUNICIPAL BOARD APPROVAL REQUIRED: _____
5. (a) GROSS COST OF PROJECT
IN YEAR-OF-START DOLLARS: \$ 60,000
(b) LESS SUBSIDIES AND OTHER RECEIPTS: \$ _____
(c) NET CITY'S COST: \$ _____

NO. OF PERSON'
YEARS CREATED

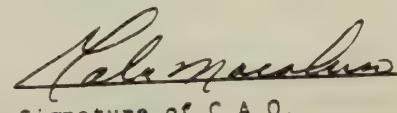
6. (a) YEAR OF EXPENDITURE - 1990 \$ 60,000
- 1991 \$ _____
- 1992 \$ _____
- 1993 \$ _____
- 1994 \$ _____
- 1995 & after \$ _____
- (b) TOTAL NUMBER OF PERSON YEARS CREATED: _____

7. ADDITIONAL JOBS TO BE CREATED BY THE PROJECT. _____ \$ _____
8. ADDITIONAL ANNUAL OPERATING COST: _____
9. EFFECT OF REDUCTION IN COST, DELAY OR ELIMINATION OF THIS PROJECT:
These lights will become less and less effective and detract from the quality of the lighting of the show. This project has been delayed for the past six years.
10. WAS THIS PROJECT IN LAST YEAR'S APPROVED CAPITAL BUDGET?

NO ☒ YES ☐ - AT CITY'S COST OF \$ _____
SCHEDULED TO START IN THE YEAR _____


Signature of Department Head/Local
Board Manager
(for Standing Committee)

December 12/89
Date


Signature of C.A.O.

(for Executive Committee)

Jan 15/90
Date

CITY OF HAMILTON
Treasury

1990-1994 CAPITAL BUDGET
INDIVIDUAL CAPITAL PROJECT SUBMISSION FORM

1. DEPARTMENT/LOCAL BOARD: HAMILTON PLACE/HECFI
2. (a) PROJECT NUMBER: _____
(b) PROJECT NAME: Great Hall Dimming Control
3. DETAILED DESCRIPTION, STATING PURPOSE, TYPE OF PROJECT, LOCATION, ETC.:
The house light dimming system has been due to be updated since 1980. This system is now breaking down about every nine months. The sliders in the panel are replaced and have only a few spares left. The need to upgrade this system is critical and should be addressed. The last of the spares will be installed in the next two months, after that an average life of the sliders is less than a year.
4. (a) PROJECT STARTING DATE: 1990
(b) PROJECT FINISHING DATE: 1990
(c) YEAR ONTARIO MUNICIPAL BOARD APPROVAL REQUIRED: _____
5. (a) GROSS COST OF PROJECT
IN YEAR-OF-START DOLLARS: \$ 100,000
(b) LESS SUBSIDIES AND OTHER RECEIPTS: \$ _____
(c) NET CITY'S COST: \$ _____
6. (a) YEAR OF EXPENDITURE - 1990 \$ 100,000
- 1991 \$ _____
- 1992 \$ _____
- 1993 \$ _____
- 1994 \$ _____
- 1995 & after \$ _____
(b) TOTAL NUMBER OF PERSON YEARS CREATED: _____
7. ADDITIONAL JOBS TO BE CREATED BY THE PROJECT: _____
8. ADDITIONAL ANNUAL OPERATING COST: \$ _____
9. EFFECT OF REDUCTION IN COST, DELAY OR ELIMINATION OF THIS PROJECT:
Lighting in the Great Hall will become more and more unreliable.

10. WAS THIS PROJECT IN LAST YEAR'S APPROVED CAPITAL BUDGET?

NO ☒ XX

YES ☐

- AT CITY'S COST OF \$ _____
- SCHEDULED TO START IN THE YEAR _____

[Signature]
Signature of Department Head/Local
Board Manager
(for Standing Committee)

December 12/89
Date

[Signature]
Signature of C.A.O.

(for Executive Committee)

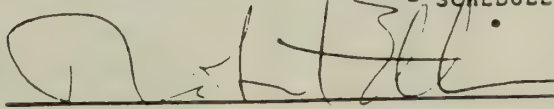
Jan 15/89
Date

City of Hamilton
Treasury

1990-1991 CAPITAL BUDGET
INDIVIDUAL CAPITAL PROJECT SUBMISSION FORM

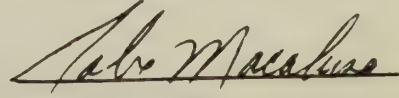
1. DEPARTMENT/LOCAL BOARD: HAMILTON PLACE/HECFI
2. (a) PROJECT NUMBER: _____
(b) PROJECT NAME: Various Equipment and Furniture Replacement
3. DETAILED DESCRIPTION, STATING PURPOSE, TYPE OF PROJECT, LOCATION, ETC.:
Lighting and Sound equipment for the Studio Theatre and furniture for
the Great Hall lobbies is becoming worn out and needs to be replaced.
This includes new drapes, tiling and painting of the Great Hall floor.
4. (a) PROJECT STARTING DATE: 1991
(b) PROJECT FINISHING DATE: 1991
(c) YEAR ONTARIO MUNICIPAL BOARD APPROVAL REQUIRED: _____
5. (a) GROSS COST OF PROJECT
IN YEAR-OF-START DOLLARS: \$ 45,000
(b) LESS SUBSIDIES AND OTHER RECEIPTS: \$ _____
(c) NET CITY'S COST: \$ _____
- NO. OF PERSON'
YEARS CREATED
6. (a) YEAR OF EXPENDITURE - 1990 \$ _____
- 1991 \$ 45,000
- 1992 \$ _____
- 1993 \$ _____
- 1994 \$ _____
- 1995 & after \$ _____
(b) TOTAL NUMBER OF PERSON YEARS CREATED: _____
7. ADDITIONAL JOBS TO BE CREATED BY THE PROJECT: _____
8. ADDITIONAL ANNUAL OPERATING COST: \$ _____
9. EFFECT OF REDUCTION IN COST, DELAY OR ELIMINATION OF THIS PROJECT:
The quality of service to our patrons will be adversely affected
through the deterioration of equipment and furniture, etc.
10. WAS THIS PROJECT IN LAST YEAR'S APPROVED CAPITAL BUDGET?

NO ☒ YES ☐ - AT CITY'S COST OF \$ _____
- SCHEDULED TO START IN THE YEAR _____



Signature of Department Head/Local
Board Manager
(for Standing Committee)

December 12/89
Date



Signature of C.A.O.

(for Executive Committee)

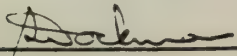
Jan 15/90
Date

City of Hamilton
Treasury

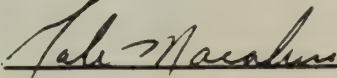
1990-1994 CAPITAL BUDGET
INDIVIDUAL CAPITAL PROJECT SUBMISSION FORM

1. DEPARTMENT/LOCAL BOARD: HAMILTON CONVENTION CENTRE DIVISION, HCCFI
2. (a) PROJECT NUMBER: _____
(b) PROJECT NAME: EQUIPMENT AND RENOVATIONS
3. DETAILED DESCRIPTION, STATING PURPOSE, TYPE OF PROJECT, LOCATION, ETC.:
See details attached for:
- | | |
|---|----------|
| Floor covering, Wentworth Exhibition Hall | \$44,000 |
| Contingency | \$18,000 |
| | |
| | |
| | |
4. (a) PROJECT STARTING DATE: 1990
(b) PROJECT FINISHING DATE: 1990
(c) YEAR ONTARIO MUNICIPAL BOARD APPROVAL REQUIRED: _____
5. (a) GROSS COST OF PROJECT
IN YEAR-OF-START DOLLARS: \$ 62,000
(b) LESS SUBSIDIES AND OTHER RECEIPTS: \$ _____
(c) NET CITY'S COST: \$ 62,000
- NO. OF PERSON
YEARS CREATED
6. (a) YEAR OF EXPENDITURE - 1990 \$ 62,000 _____
- 1991 \$ _____
- 1992 \$ _____
- 1993 \$ _____
- 1994 \$ _____
- 1995 & after \$ _____
- (b) TOTAL NUMBER OF PERSON YEARS CREATED: n/a
7. ADDITIONAL JOBS TO BE CREATED BY THE PROJECT: n/a
8. ADDITIONAL ANNUAL OPERATING COST: \$ n/a
9. EFFECT OF REDUCTION IN COST, DELAY OR ELIMINATION OF THIS PROJECT:

10. WAS THIS PROJECT IN LAST YEAR'S APPROVED CAPITAL BUDGET?
NO ☐ YES ☒ - AT CITY'S COST OF \$ 72,000 1990
- SCHEDULED TO START IN THE YEAR _____


Signature of Department Head/Local
Board Manager
(for Standing Committee)

January 26, 1990


Signature of C.A.O.

(for Executive Committee)

Jan 31 / 90

HAMILTON CONVENTION CENTRE

PROJECT NAME: FLOOR COVERING - WENTWORTH EXHIBITION HALL

DETAILED DESCRIPTION:

The Wentworth Exhibition Hall is being used regularly for banquets and special events, and more often as business increases. To create a better atmosphere, we are presently using the old carpet pieces from Chedoke Hall. The carpet is worn and when laid in pieces 6' x 22' gives the appearance of patchwork and is a safety hazard with turned edges.

The purchase of rolled carpet will eliminate this problem while at the same time improving the appearance of the Hall.

GROSS COST OF PROJECT: \$44,000

YEAR OF EXPENDITURE: 1990

THE EFFECT OF REDUCTION IN COST, DELAY OR ELIMINATION OF THIS PROJECT:

We will continue to use the old carpet from Chedoke as best we can.

HAMILTON CONVENTION CENTRE

PROJECT NAME: CONTINGENCY

DETAILED DESCRIPTION:

There will be unforeseen capital items that must be purchased during 1990. This contingency provides for these.

GROSS COST OF PROJECT: \$18,000

YEAR OF EXPENDITURE: 1990

THE EFFECT OF REDUCTION IN COST, DELAY OR ELIMINATION OF THIS PROJECT:

Inability to purchase unforeseen items which will have a direct effect on the effective and efficient operation of the Convention Centre.

City of Hamilton
Treasury

1990-1994 CAPITAL BUDGET
INDIVIDUAL CAPITAL PROJECT SUBMISSION FORM

1. DEPARTMENT/LOCAL BOARD: HAMILTON CONVENTION CENTRE DIVISION, HECFI
2. (a) PROJECT NUMBER: _____
(b) PROJECT NAME: EQUIPMENT AND RENOVATIONS
3. DETAILED DESCRIPTION, STATING PURPOSE, TYPE OF PROJECT, LOCATION, ETC.:
To replace equipment that has extended its life cycle and to proceed
with renovations to improve the appearance of the facility.
4. (a) PROJECT STARTING DATE: 1991
(b) PROJECT FINISHING DATE: 1994
(c) YEAR ONTARIO MUNICIPAL BOARD APPROVAL REQUIRED: _____
5. (a) GROSS COST OF PROJECT 400,000
IN YEAR-OF-START DOLLARS: \$ _____
(b) LESS SUBSIDIES AND OTHER RECEIPTS: \$ _____
(c) NET CITY'S COST: \$ 400,000
6. (a) YEAR OF EXPENDITURE - 1990 \$ _____
- 1991 \$ 100,000
- 1992 \$ 100,000
- 1993 \$ 100,000
- 1994 \$ 100,000
- 1995 & after \$ _____
- (b) TOTAL NUMBER OF PERSON YEARS CREATED: n/a
7. ADDITIONAL JOBS TO BE CREATED BY THE PROJECT: n/a
8. ADDITIONAL ANNUAL OPERATING COST: \$ n/a
9. EFFECT OF REDUCTION IN COST, DELAY OR ELIMINATION OF THIS PROJECT:
Appearance of the Facility will continue to deteriorate and the
equipment will become inoperable.
10. WAS THIS PROJECT IN LAST YEAR'S APPROVED CAPITAL BUDGET?
NO ☐ YES ☒ - AT CITY'S COST OF \$ 447,000 1991
- SCHEDULED TO START IN THE YEAR _____

[Signature]
Signature of Department Head/Local
Board Manager
(for Standing Committee)

January 26, 1990

[Signature]
Signature of C.A.O.

(for Executive Committee)

Jan. 31 / 90
Date

City of Hamilton
Treasury

1990-1994 CAPITAL BUDGET
INDIVIDUAL CAPITAL PROJECT SUBMISSION FORM

1. DEPARTMENT/LOCAL BOARD: HAMILTON CONVENTION CENTRE DIVISION, HECFI
2. (a) PROJECT NUMBER: _____
(b) PROJECT NAME: REPLACE BANQUET CHAIRS
3. DETAILED DESCRIPTION, STATING PURPOSE, TYPE OF PROJECT, LOCATION, ETC.:
Existing banquet chairs will be worn out by 1991 and 1993. Half
should be replaced in 1991 and half in 1993. These chairs are the
original ones from 1981.
4. (a) PROJECT STARTING DATE: 1991
(b) PROJECT FINISHING DATE: 1993
(c) YEAR ONTARIO MUNICIPAL BOARD APPROVAL REQUIRED: _____
5. (a) GROSS COST OF PROJECT
IN YEAR-OF-START DOLLARS: \$ 50,000
(b) LESS SUBSIDIES AND OTHER RECEIPTS: \$ _____
(c) NET CITY'S COST: \$ 50,000
- NO. OF PERSON
YEARS CREATED
6. (a) YEAR OF EXPENDITURE - 1990 \$ 25,000
- 1991 \$ _____
- 1992 \$ _____
- 1993 \$ 25,000
- 1994 \$ _____
- 1995 & after \$ _____
- (b) TOTAL NUMBER OF PERSON YEARS CREATED: n/a
7. ADDITIONAL JOBS TO BE CREATED BY THE PROJECT: n/a
8. ADDITIONAL ANNUAL OPERATING COST: \$ n/a
9. EFFECT OF REDUCTION IN COST, DELAY OR ELIMINATION OF THIS PROJECT:
Clients will be sitting on old and dilapidated chairs.
10. WAS THIS PROJECT IN LAST YEAR'S APPROVED CAPITAL BUDGET?
NO ☐ YES ☒ - AT CITY'S COST OF \$ 300,000
- SCHEDULED TO START IN THE YEAR 1991

[Signature]
Signature of Department Head/Local
Board Manager
(for Standing Committee)

January 26, 1990

[Signature]
Signature of C.A.O.
(for Executive Committee)

Jan 31/90

City of Hamilton
Treasury

1990-1994 CAPITAL BUDGET
INDIVIDUAL CAPITAL PROJECT SUBMISSION FORM

1. DEPARTMENT/LOCAL BOARD: HAMILTON CONVENTION CENTRE DIVISION, HECFI
2. (a) PROJECT NUMBER: _____
(b) PROJECT NAME: REPLACE CASUAL FURNITURE
3. DETAILED DESCRIPTION, STATING PURPOSE, TYPE OF PROJECT, LOCATION, ETC.:
The casual furniture, including the planters, on the second and third
floors, will need replacing due to the wear and tear over the past
12 years.
4. (a) PROJECT STARTING DATE: 1993
(b) PROJECT FINISHING DATE: 1993
(c) YEAR ONTARIO MUNICIPAL BOARD APPROVAL REQUIRED: _____
5. (a) GROSS COST OF PROJECT
IN YEAR-OF-START DOLLARS: \$ 50,000
(b) LESS SUBSIDIES AND OTHER RECEIPTS: \$ 50,000
(c) NET CITY'S COST: \$ _____
- NO. OF PERSON
YEARS CREATED
6. (a) YEAR OF EXPENDITURE - 1990 \$ _____
- 1991 \$ _____
- 1992 \$ _____
- 1993 \$ 50,000
- 1994 \$ _____
- 1995 & after \$ _____
(b) TOTAL NUMBER OF PERSON YEARS CREATED: n/a
7. ADDITIONAL JOBS TO BE CREATED BY THE PROJECT: n/a
8. ADDITIONAL ANNUAL OPERATING COST: \$ n/a
9. EFFECT OF REDUCTION IN COST, DELAY OR ELIMINATION OF THIS PROJECT:
The furniture will continue to be used, resulting in a less than
acceptable image for the Convention Centre.
10. WAS THIS PROJECT IN LAST YEAR'S APPROVED CAPITAL BUDGET?
NO ☐ YES ☒ - AT CITY'S COST OF \$ 100,000 1993
- SCHEDULED TO START IN THE YEAR _____

Signature of Department Head/Local
Board Manager
(for Standing Committee)

January 26, 1990

Signature of C.A.O.

(for Executive Committee)

Jan 31 / 90

City of Hamilton
Treasury

1990-1994 CAPITAL BUDGET
INDIVIDUAL CAPITAL PROJECT SUBMISSION FORM

1. DEPARTMENT/LOCAL BOARD: HAMILTON CONVENTION CENTRE DIVISION, HECFI
2. (a) PROJECT NUMBER: _____
(b) PROJECT NAME: REPLACE KITCHEN EQUIPMENT
3. DETAILED DESCRIPTION, STATING PURPOSE, TYPE OF PROJECT, LOCATION, ETC.:
The kitchen equipment will be 12 years old by this time and it is
anticipated that some of the equipment will need to be replaced.

4. (a) PROJECT STARTING DATE: 1993
(b) PROJECT FINISHING DATE: 1993
(c) YEAR ONTARIO MUNICIPAL BOARD APPROVAL REQUIRED: _____
5. (a) GROSS COST OF PROJECT
IN YEAR-OF-START DOLLARS: \$ 60,000
(b) LESS SUBSIDIES AND OTHER RECEIPTS: \$ _____
(c) NET CITY'S COST: \$ 60,000
- NO. OF PERSON
YEARS CREATED
6. (a) YEAR OF EXPENDITURE - 1990 \$ _____
- 1991 \$ _____
- 1992 \$ _____
- 1993 \$ 60,000
- 1994 \$ _____
- 1995 & after \$ _____
- (b) TOTAL NUMBER OF PERSON YEARS CREATED: n/a
7. ADDITIONAL JOBS TO BE CREATED BY THE PROJECT: n/a
8. ADDITIONAL ANNUAL OPERATING COST: \$ n/a
9. EFFECT OF REDUCTION IN COST, DELAY OR ELIMINATION OF THIS PROJECT:
The equipment may become inoperable, reducing our capability to
produce food for our functions.

10. WAS THIS PROJECT IN LAST YEAR'S APPROVED CAPITAL BUDGET?
NO ☐ YES ☒ - AT CITY'S COST OF \$ 60,000
- SCHEDULED TO START IN THE YEAR 1993

D. D. D.
Signature of Department Head/Local
Board Manager
(for Standing Committee)

October 16, 1989

John Macdonald
Signature of C.A.O.
(for Executive Committee)

City of Hamilton
Treasury

1990-1994 CAPITAL BUDGET
INDIVIDUAL CAPITAL PROJECT SUBMISSION FORM

1. DEPARTMENT/LOCAL BOARD: HAMILTON CONVENTION CENTRE DIVISION, PECFI
2. (a) PROJECT NUMBER: _____
(b) PROJECT NAME: REPLACE HOT WATER TANK
3. DETAILED DESCRIPTION, STATING PURPOSE, TYPE OF PROJECT, LOCATION, ETC.:
The hot water tank will be 13 years old by this time. It is
anticipated that the tank will have to be replaced at some time
in the future.
4. (a) PROJECT STARTING DATE: 1994
(b) PROJECT FINISHING DATE: 1994
(c) YEAR ONTARIO MUNICIPAL BOARD APPROVAL REQUIRED: _____
5. (a) GROSS COST OF PROJECT
IN YEAR-OF-START DOLLARS: \$ 20,000
(b) LESS SUBSIDIES AND OTHER RECEIPTS: \$ 20,000
(c) NET CITY'S COST: \$ _____
6. (a) YEAR OF EXPENDITURE - 1990 \$ _____
- 1991 \$ _____
- 1992 \$ _____
- 1993 \$ _____
- 1994 \$ 20,000
- 1995 & after \$ _____
- (b) TOTAL NUMBER OF PERSON YEARS CREATED: _____
7. ADDITIONAL JOBS TO BE CREATED BY THE PROJECT: _____
8. ADDITIONAL ANNUAL OPERATING COST: \$ _____
9. EFFECT OF REDUCTION IN COST, DELAY OR ELIMINATION OF THIS PROJECT:
There would not be any hot water in the building.
10. WAS THIS PROJECT IN LAST YEAR'S APPROVED CAPITAL BUDGET?
NO ☒ YES ☐ - AT CITY'S COST OF \$ _____
- SCHEDULED TO START IN THE YEAR _____

NO. OF PERSON
YEARS CREATED

n/a

n/a

\$ n/a

[Signature]
Signature of Department Head/Local
Board Manager
(for Standing Committee)

[Signature]
Signature of C.A.O.

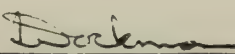
(for Executive Committee)

City of Hamilton
Treasury

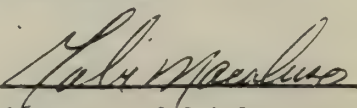
1990-1994 CAPITAL BUDGET
INDIVIDUAL CAPITAL PROJECT SUBMISSION FORM

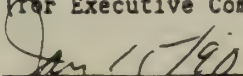
1. DEPARTMENT/LOCAL BOARD: HAMILTON CONVENTION CENTRE DIVISION, HECFI
2. (a) PROJECT NUMBER: _____
(b) PROJECT NAME: Refurbish Wentworth Exhibition Hall
3. DETAILED DESCRIPTION, STATING PURPOSE, TYPE OF PROJECT, LOCATION, ETC.:
With the steady increase in business, the Exhibition Hall, with
appropriate upgrades, would be a viable alternative to the Chedoke Hall,
and therefore ideal for all types of events. It would be better to
utilize the space we have rather than expanding at this time. The
refurbishing would include a terrazzo floor, design graphics on the
walls, lowering the ceiling to 20' , improve the accoustics and install
_____ / a kitchen.
4. (a) PROJECT STARTING DATE: 1994
(b) PROJECT FINISHING DATE: 1994
(c) YEAR ONTARIO MUNICIPAL BOARD APPROVAL REQUIRED: _____
5. (a) GROSS COST OF PROJECT
IN YEAR-OF-START DOLLARS: \$ _____
(b) LESS SUBSIDIES AND OTHER RECEIPTS: \$ _____
(c) NET CITY'S COST: \$ _____
6. (a) YEAR OF EXPENDITURE - 1990 \$ _____
- 1991 \$ _____
- 1992 \$ _____
- 1993 \$ _____
- 1994 \$ 900,000
- 1995 & after \$ _____
(b) TOTAL NUMBER OF PERSON YEARS CREATED: n/a
7. ADDITIONAL JOBS TO BE CREATED BY THE PROJECT: n/a
8. ADDITIONAL ANNUAL OPERATING COST: \$ n/a
9. EFFECT OF REDUCTION IN COST, DELAY OR ELIMINATION OF THIS PROJECT:

10. WAS THIS PROJECT IN LAST YEAR'S APPROVED CAPITAL BUDGET?
NO ☒ YES ☐ - AT CITY'S COST OF \$ _____
- SCHEDULED TO START IN THE YEAR _____


Signature of Department Head/Local
Board Manager
(for Standing Committee)

December 1, 1989


Signature of C.A.O.
(for Executive Committee)



**THE HAMILTON ENTERTAINMENT AND
CONVENTION FACILITIES INC.**

**Summary of the 1990 - 1994 Capital Budget Programme
for Copps Coliseum**

Description	1990	1991	1992	1993	1994	1990 - 1994 Total
Rink Level Exhibition Hall Exhaust	\$25,000					\$ 25,000
Steam to Hot Water Conversion					\$190,000	190,000
Display Advertising Panels	25,000	\$ 25,000	\$ 25,000	\$ 25,000		100,000
Various Capital Revisions Replacements for Building and Equipment		75,000	50,000	50,000	50,000	225,000
Total	\$50,000	\$100,000	\$ 75,000	\$ 75,000	\$240,000	\$540,000

City of Hamilton
Treasury

1990-1994 CAPITAL BUDGET
INDIVIDUAL CAPITAL PROJECT SUBMISSION FORM

1. DEPARTMENT/LOCAL BOARD: Copps Coliseum / H.E.C.F.I.
2. (a) PROJECT NUMBER: _____
(b) PROJECT NAME: Rink Level Exhibition Hall Exhaust
3. DETAILED DESCRIPTION, STATING PURPOSE, TYPE OF PROJECT, LOCATION, ETC.:
Provide air exhaust system to be extended throughout the
entire exhibition area including Zamboni area. System will
exhaust smoke, carbon monoxide etc. generated by show vehicles
and patrons.
4. (a) PROJECT STARTING DATE: 1990
(b) PROJECT FINISHING DATE: 1990
(c) YEAR ONTARIO MUNICIPAL BOARD APPROVAL REQUIRED: 1990
5. (a) GROSS COST OF PROJECT
IN YEAR-OF-START DOLLARS: \$ 25,000.00
(b) LESS SUBSIDIES AND OTHER RECEIPTS: \$ _____
(c) NET CITY'S COST: \$ 25,000.00
6. (a) YEAR OF EXPENDITURE - 1990 \$ 25,000.00
- 1991 \$ _____
- 1992 \$ _____
- 1993 \$ _____
- 1994 \$ _____
- 1995 & after \$ _____
(b) TOTAL NUMBER OF PERSON YEARS CREATED: _____
7. ADDITIONAL JOBS TO BE CREATED BY THE PROJECT: _____
8. ADDITIONAL ANNUAL OPERATING COST: \$ 1,000.00
9. EFFECT OF REDUCTION IN COST, DELAY OR ELIMINATION OF THIS PROJECT:
Exhibition area will be without exhaust air ventilation
and must rely on air filtering and recirculation.
10. WAS THIS PROJECT IN LAST YEAR'S APPROVED CAPITAL BUDGET?
NO ☐ YES ☒ - AT CITY'S COST OF \$ 25,000.00
- SCHEDULED TO START IN THE YEAR 1990

John E. ...
Signature of Department Head/Local
Board Manager
(for Standing Committee)

Jan 30 1990

Rob Marshall
Signature of C.A.O.
(for Executive Committee)

Jan 31/90

City of Hamilton
Treasury

1990-1994 CAPITAL BUDGET
INDIVIDUAL CAPITAL PROJECT SUBMISSION FORM

1. DEPARTMENT/LOCAL BOARD: COPPS COLISEUM/H.E.C.F.I.
2. (a) PROJECT NUMBER: _____
(b) PROJECT NAME: Steam to Hot Water Conversion
3. DETAILED DESCRIPTION, STATING PURPOSE, TYPE OF PROJECT, LOCATION, ETC.:
Conversion of the existing steam heating system utilized for
area heating, water coil protection and domestic hot water
generation to hot water so as to provide reduction in both
operating and maintenance costs and increase equipment longevity
Retrofit will eliminate steam equipment i.e. traps, pumps, feedwa
treatment stations, and will require piping, valving and pump
4. (a) PROJECT STARTING DATE: 1994 1994 modifica
(b) PROJECT FINISHING DATE: _____
(c) YEAR ONTARIO MUNICIPAL BOARD APPROVAL REQUIRED: 1994
5. (a) GROSS COST OF PROJECT
IN YEAR-OF-START DOLLARS: \$ 190,000.00
(b) LESS SUBSIDIES AND OTHER RECEIPTS: \$ _____
(c) NET CITY'S COST: \$ 190,000.00
- NO. OF PERSON
YEARS CREATED
6. (a) YEAR OF EXPENDITURE - 1990 \$ _____
- 1991 \$ _____
- 1992 \$ _____
- 1993 \$ _____
- 1994 \$ 190,000.00
- 1995 & after \$ _____
(b) TOTAL NUMBER OF PERSON YEARS CREATED: _____
7. ADDITIONAL JOBS TO BE CREATED BY THE PROJECT: _____ NIL
8. ADDITIONAL ANNUAL OPERATING COST: \$ _____
9. EFFECT OF REDUCTION IN COST, DELAY OR ELIMINATION OF THIS PROJECT:
Cost avoidance as determined through consultant's feasibility
study i.e. \$19,200.00 annually, would not be realized.
10. WAS THIS PROJECT IN LAST YEAR'S APPROVED CAPITAL BUDGET?
NO ☐ YES ☒ - AT CITY'S COST OF \$ 125,000.00
- SCHEDULED TO START IN THE YEAR 1989

John C. Smith
Signature of Department Head/Local
Board Manager
(for Standing Committee)
Jan 30/90

[Signature]
Signature of C.A.O.
(for Executive Committee)
Jan. 31/90

City of Hamilton
Treasury

1990-1994 CAPITAL BUDGET
INDIVIDUAL CAPITAL PROJECT SUBMISSION FORM

1. DEPARTMENT/LOCAL BOARD: Copps Coliseum/H.E.C.F.I.
2. (a) PROJECT NUMBER: _____
(b) PROJECT NAME: Display Advertising Panels
3. DETAILED DESCRIPTION, STATING PURPOSE, TYPE OF PROJECT, LOCATION, ETC.:
Supply and install backlit display advertising panels to be
located on concourse level and entrance/exit areas.

4. (a) PROJECT STARTING DATE: 1989
(b) PROJECT FINISHING DATE: 1993
(c) YEAR ONTARIO MUNICIPAL BOARD APPROVAL REQUIRED: 1990
5. (a) GROSS COST OF PROJECT
IN YEAR-OF-START DOLLARS: \$ 100,000.
(b) LESS SUBSIDIES AND OTHER RECEIPTS: \$ _____
(c) NET CITY'S COST: \$ 100,000.
- | | | NO. OF PERSON
YEARS CREATED |
|--------|---------------------------------------|--------------------------------|
| 6. (a) | YEAR OF EXPENDITURE - 1990 | \$ <u>25,000.</u> |
| | - 1991 | \$ <u>25,000.</u> |
| | - 1992 | \$ <u>25,000.</u> |
| | - 1993 | \$ <u>25,000.</u> |
| | - 1994 | \$ _____ |
| | - 1995 & after | \$ _____ |
| (b) | TOTAL NUMBER OF PERSON YEARS CREATED: | _____ |
7. ADDITIONAL JOBS TO BE CREATED BY THE PROJECT: _____
8. ADDITIONAL ANNUAL OPERATING COST: \$ 1,000.
9. EFFECT OF REDUCTION IN COST, DELAY OR ELIMINATION OF THIS PROJECT:
Valuable source of advertising revenue would not be created

10. WAS THIS PROJECT IN LAST YEAR'S APPROVED CAPITAL BUDGET?
NO ☐ YES ☒ - AT CITY'S COST OF \$ 125,000.
- SCHEDULED TO START IN THE YEAR 1989

John. Lunn
Signature of Department Head/Local
Board Manager
(for Standing Committee)

Jan 30, 1990

John Macaluso
Signature of C.A.O.

(for Executive Committee)

Jan. 31/90

City of Hamilton
Treasury

1990-1994 CAPITAL BUDGET
INDIVIDUAL CAPITAL PROJECT SUBMISSION FORM

1. DEPARTMENT/LOCAL BOARD: COPPS COLISEUM/H.E.C.F.I.
2. (a) PROJECT NUMBER: _____
(b) PROJECT NAME: Various Capital Revisions-Replacements for Building and Equipment
3. DETAILED DESCRIPTION, STATING PURPOSE, TYPE OF PROJECT, LOCATION, ETC.: _____

Allowance for various capital revisions and replacements for building i.e. carpet, seating, ice covering, miscellaneous renovations, and equipment i.e. forklifts, radios, ice re-surfacing machinery, cleaning equipment.

4. (a) PROJECT STARTING DATE: 1991
(b) PROJECT FINISHING DATE: 1994
(c) YEAR ONTARIO MUNICIPAL BOARD APPROVAL REQUIRED: 1991
5. (a) GROSS COST OF PROJECT
IN YEAR-OF-START DOLLARS: \$ 225,000.00
(b) LESS SUBSIDIES AND OTHER RECEIPTS: \$ _____
(c) NET CITY'S COST: \$ 225,000.00

NO. OF PERSON
YEARS CREATED

6. (a) YEAR OF EXPENDITURE - 1990 \$ 75,000.00
- 1991 \$ 50,000.00
- 1992 \$ 50,000.00
- 1993 \$ 50,000.00
- 1994 \$ _____
- 1995 & after \$ _____
- (b) TOTAL NUMBER OF PERSON YEARS CREATED: _____

7. ADDITIONAL JOBS TO BE CREATED BY THE PROJECT: NIL
8. ADDITIONAL ANNUAL OPERATING COST: \$ _____
9. EFFECT OF REDUCTION IN COST, DELAY OR ELIMINATION OF THIS PROJECT: _____

Building and equipment replacement/revision allowance would not be available, resulting in higher maintenance and future replacement costs.

10. WAS THIS PROJECT IN LAST YEAR'S APPROVED CAPITAL BUDGET?
NO ☐ YES ☒ - AT CITY'S COST OF \$ 225,000.00
- SCHEDULED TO START IN THE YEAR 1991

John. [Signature]
Signature of Department Head/Local
Board Manager
(for Standing Committee)

[Signature]
Signature of C.A.O.

(for Executive Committee)

Jan. 31/90

**THE HAMILTON ENTERTAINMENT AND
CONVENTION FACILITIES INC.**

Provisions for N.H.L. in
1990 - 1994 Capital Budget Programme for Copps Coliseum

Description	1990	1991	1992	1993	1994	1990 - 1994 Total
Feasibility Study and Engineering Design of Private Boxes	\$100,000	\$ --	--	--	--	\$ 100,000
Satellite Dish	70,000	--	--	--	--	70,000
Provision for Additional Private Boxes for N.H.L.	--	3,000,000	\$2,900,000	--	--	5,900,000
Total	\$170,000	\$3,000,000	\$2,900,000	--	--	\$ 6,070,000

City of Hamilton
Treasury

1990-1994 CAPITAL BUDGET
INDIVIDUAL CAPITAL PROJECT SUBMISSION FORM

1. DEPARTMENT/LOCAL BOARD: COPPS COLISEUM/H.E.C.F.I.
2. (a) PROJECT NUMBER: _____
- (b) PROJECT NAME: Feasibility Study and Engineering Design of Additional Private Boxes
3. DETAILED DESCRIPTION, STATING PURPOSE, TYPE OF PROJECT, LOCATION, ETC.:
Consulting services necessary for a feasibility study and engineering design required for the construction of approximately sixty (60) additional private boxes to be located in Copps Coliseum.
4. (a) PROJECT STARTING DATE: 1990
- (b) PROJECT FINISHING DATE: 1990
- (c) YEAR ONTARIO MUNICIPAL BOARD APPROVAL REQUIRED: 1990
5. (a) GROSS COST OF PROJECT
IN YEAR-OF-START DOLLARS: \$ 100,000.00
- (b) LESS SUBSIDIES AND OTHER RECEIPTS: \$ _____
- (c) NET CITY'S COST: \$ 100,000.00

NO. OF PERSON
YEARS CREATED

6. (a) YEAR OF EXPENDITURE - 1990 \$ 100,000.00
- 1991 \$ _____
- 1992 \$ _____
- 1993 \$ _____
- 1994 \$ _____
- 1995 & after \$ _____
- (b) TOTAL NUMBER OF PERSON YEARS CREATED: _____

7. ADDITIONAL JOBS TO BE CREATED BY THE PROJECT: NIL
8. ADDITIONAL ANNUAL OPERATING COST: \$ NIL
9. EFFECT OF REDUCTION IN COST, DELAY OR ELIMINATION OF THIS PROJECT:

- Consulting work required for the construction of additional private boxes would not be completed thereby delaying construction scheduled for 1991.
10. WAS THIS PROJECT IN LAST YEAR'S APPROVED CAPITAL BUDGET?

NO ☒ YES ☐ - AT CITY'S COST OF \$ _____
- SCHEDULED TO START IN THE YEAR _____

John R. Linn
Signature of Department Head/Local
Board Manager
(for Standing Committee)

Jan 30/90

John Macaluso
Signature of C.A.O.
(for Executive Committee)

Jan 31/90

City of Hamilton
Treasury

1990-1994 CAPITAL BUDGET
INDIVIDUAL CAPITAL PROJECT SUBMISSION FORM

1. DEPARTMENT/LOCAL BOARD: COPPS COLISEUM/H.E.C.F.I.
2. (a) PROJECT NUMBER: _____
(b) PROJECT NAME: Satellite Dish
3. DETAILED DESCRIPTION, STATING PURPOSE, TYPE OF PROJECT, LOCATION, ETC.:
Supply and installation of broadcast quality satellite dish
complete with programmed control and signal link to the
Convention Centre.
4. (a) PROJECT STARTING DATE: 1990
(b) PROJECT FINISHING DATE: 1990
(c) YEAR ONTARIO MUNICIPAL BOARD APPROVAL REQUIRED: 1990
5. (a) GROSS COST OF PROJECT
IN YEAR-OF-START DOLLARS: \$ 70,000.00
(b) LESS SUBSIDIES AND OTHER RECEIPTS: \$ _____
(c) NET CITY'S COST: \$ 70,000.00
- | | | | NO. OF PERSON
YEARS CREATED |
|--------|---------------------------------------|---------------------|--------------------------------|
| 6. (a) | YEAR OF EXPENDITURE | | |
| | - 1990 | \$ <u>70,000.00</u> | _____ |
| | - 1991 | \$ _____ | _____ |
| | - 1992 | \$ _____ | _____ |
| | - 1993 | \$ _____ | _____ |
| | - 1994 | \$ _____ | _____ |
| | - 1995 & after | \$ _____ | _____ |
| (b) | TOTAL NUMBER OF PERSON YEARS CREATED: | | _____ |
7. ADDITIONAL JOBS TO BE CREATED BY THE PROJECT: NIL
8. ADDITIONAL ANNUAL OPERATING COST: \$ 1,000.00
9. EFFECT OF REDUCTION IN COST, DELAY OR ELIMINATION OF THIS PROJECT:
Permanent satellite reception station would not be established;
satellite dish would be rented as required.
10. WAS THIS PROJECT IN LAST YEAR'S APPROVED CAPITAL BUDGET?
NO ☒ YES ☐ - AT CITY'S COST OF \$ _____
- SCHEDULED TO START IN THE YEAR _____

John C. Le
Signature of Department Head/Local
Board Manager
(for Standing Committee)

John Macaluso
Signature of C.A.O.
(for Executive Committee)

Jan 30/90

Jan. 31/90

City of Hamilton
Treasury

1990-1994 CAPITAL BUDGET
INDIVIDUAL CAPITAL PROJECT SUBMISSION FORM

1. DEPARTMENT/LOCAL BOARD: COPPS' COLISEUM/H.E.C.F.I.
2. (a) PROJECT NUMBER: _____
(b) PROJECT NAME: Construction of Additional Private Boxes for N
3. DETAILED DESCRIPTION, STATING PURPOSE, TYPE OF PROJECT, LOCATION, ETC.:
Construction of approximately sixty (60) additional private
boxes to be located on the high roof, mezzanine and concourse
levels at the Coliseum. Construction to be phased over a two
year period. Additional boxes will be a requirement of the
future NHL home team.
4. (a) PROJECT STARTING DATE: 1991
1992
(b) PROJECT FINISHING DATE: _____ 1991
(c) YEAR ONTARIO MUNICIPAL BOARD APPROVAL REQUIRED: _____
5. (a) GROSS COST OF PROJECT 5,900,000.00
IN YEAR-OF-START DOLLARS: \$ _____
(b) LESS SUBSIDIES AND OTHER RECEIPTS: \$ _____
(c) NET CITY'S COST: \$ 5,900,000.00
- NO. OF PERSON
YEARS CREATED
6. (a) YEAR OF EXPENDITURE - 1990 \$ _____
- 1991 \$ 3,000,000.00
- 1992 \$ 2,900,000.00
- 1993 \$ _____
- 1994 \$ _____
- 1995 & after \$ _____
(b) TOTAL NUMBER OF PERSON YEARS CREATED: _____
7. ADDITIONAL JOBS TO BE CREATED BY THE PROJECT: NIL
8. ADDITIONAL ANNUAL OPERATING COST: \$ 50,000.00
9. EFFECT OF REDUCTION IN COST, DELAY OR ELIMINATION OF THIS PROJECT:
Future requirement of NHL Home Team would not be provided for.
10. WAS THIS PROJECT IN LAST YEAR'S APPROVED CAPITAL BUDGET?
NO ☒ YES ☐ - AT CITY'S COST OF \$ _____
- SCHEDULED TO START IN THE YEAR _____

John. L...
Signature of Department Head/Local
Board Manager
(for Standing Committee)

Jan 30/90

Lab. Macaluso
Signature of C.A.O.

(for Executive Committee)

Jan. 31/90

THE HAMILTON ENTERTAINMENT AND
CONVENTION FACILITIES INC.

Summary of the 1990 - 1994 Capital Budget Programme
for Corporate

Description	1990	1991	1992	1993	1994	1990 - 1994 Total
Automated Facilities Management System	\$75,000	_____	_____	\$600,000	_____	\$675,000
Equipment, Furniture and Renovations	_____	_____	_____	50,000	_____	50,000
Total	\$75,000	\$ _____	\$ _____	\$650,000	\$ _____	\$725,000
=====						

City of Hamilton
Treasury

1990-1994 CAPITAL BUDGET
INDIVIDUAL CAPITAL PROJECT SUBMISSION FORM

1. DEPARTMENT/LOCAL BOARD: Corporate - HECFI
2. (a) PROJECT NUMBER: 33001
- (b) PROJECT NAME: Automated Facilities Management System
3. DETAILED DESCRIPTION, STATING PURPOSE, TYPE OF PROJECT, LOCATION, ETC.:
This computer system will automate the Hamilton Convention Centre, Hamilton Place Theatre and Copps Coliseum from Sales calls to Events Management to Event Settlement. The purchase of such a system may also benefit the City's Parks and Recreation Department with its arenas, recreation centre, etc. If both parties benefit from this project then a cost sharing arrangement will be sought, which should reduce HECFI's overall cost on this project.
4. (a) PROJECT STARTING DATE: 1990
- (b) PROJECT FINISHING DATE: 1993
- (c) YEAR ONTARIO MUNICIPAL BOARD APPROVAL REQUIRED: _____
5. (a) GROSS COST OF PROJECT
IN YEAR-OF-START DOLLARS: \$ 675,000
- (b) LESS SUBSIDIES AND OTHER RECEIPTS: \$ _____
- (c) NET CITY'S COST: \$ 675,000
- NO. OF PERSON
YEARS CREATED
6. (a) YEAR OF EXPENDITURE - 1990 \$ 75,000
- 1991 \$ _____
- 1992 \$ _____
- 1993 \$ 600,000
- 1994 \$ _____
- 1995 & after \$ _____
- (b) TOTAL NUMBER OF PERSON YEARS CREATED: _____
7. ADDITIONAL JOBS TO BE CREATED BY THE PROJECT: _____
8. ADDITIONAL ANNUAL OPERATING COST: \$ 40,000
9. EFFECT OF REDUCTION IN COST, DELAY OR ELIMINATION OF THIS PROJECT:
Inefficiencies may result which may adversely effect service to our clients.
10. WAS THIS PROJECT IN LAST YEAR'S APPROVED CAPITAL BUDGET?
NO ☐ YES ☒ - AT CITY'S COST OF \$ 600,000
- SCHEDULED TO START IN THE YEAR 1993

John A. Lunn
Signature of Department Head/Local
Board Manager
(for Standing Committee)

Signature of C.A.O.
(for Executive Committee)

Feb 6, 1990
Date

Date

City of Hamilton
Treasury

1990-1994 CAPITAL BUDGET
INDIVIDUAL CAPITAL PROJECT SUBMISSION FORM

1. DEPARTMENT/LOCAL BOARD: Corporate - HECFI
2. (a) PROJECT NUMBER: 33002
(b) PROJECT NAME: Equipment, Furniture and Renovations
3. DETAILED DESCRIPTION, STATING PURPOSE, TYPE OF PROJECT, LOCATION, ETC.:
In 1993, a provision is being made for equipment, furniture and renovations for the
Corporate Department. In 4 years, existing equipment is anticipated to require
replacement. Furthermore, additional equipment may be required if the staff
complement increases.
4. (a) PROJECT STARTING DATE: 1993
(b) PROJECT FINISHING DATE: 1993
(c) YEAR ONTARIO MUNICIPAL BOARD APPROVAL REQUIRED: _____
5. (a) GROSS COST OF PROJECT
IN YEAR-OF-START DOLLARS: \$ 50,000
(b) LESS SUBSIDIES AND OTHER RECEIPTS: \$ _____
(c) NET CITY'S COST: \$ 50,000
- NO. OF PERSON
YEARS CREATED
6. (a) YEAR OF EXPENDITURE - 1990 \$ _____
- 1991 \$ _____
- 1992 \$ _____
- 1993 \$ 50,000
- 1994 \$ _____
- 1995 & after \$ _____
(b) TOTAL NUMBER OF PERSON YEARS CREATED: _____
7. ADDITIONAL JOBS TO BE CREATED BY THE PROJECT: _____
8. ADDITIONAL ANNUAL OPERATING COST: \$ _____
9. EFFECT OF REDUCTION IN COST, DELAY OR ELIMINATION OF THIS PROJECT:
Necessary equipment replacement can not be accomplished which will result in staff
inefficiencies and deteriorating working conditions.
10. WAS THIS PROJECT IN LAST YEAR'S APPROVED CAPITAL BUDGET?
NO ☐ YES ☒ - AT CITY'S COST OF \$ 50,000
- SCHEDULED TO START IN THE YEAR 1993

John A. Lensen
Signature of Department Head/Local
Board Manager
(for Standing Committee)

Signature of C.A.O.
(for Executive Committee)

Feb 6, 1990

Date

Date



Hamilton
Entertainment
and Convention
Facilities Inc.

101 York Boulevard
Hamilton, Ontario
Canada L8R 3L4
Tel. 416 527-7900

MEMO TO: Mr. J. Thompson
Secretary
Finance and Administration

FROM: Patricia Bennett
Secretary to the Board of Directors

DATE: February 6, 1990

SUBJECT: 1990 - 1994 CAPITAL BUDGET PROGRAMME FOR THE
CENTRAL UTILITIES PLANT

RECOMMENDATION:

THE H.E.C.F.I. BOARD OF DIRECTORS RESPECTFULLY RECOMMENDS:

THAT THE 1990 - 1994 CAPITAL BUDGET PROGRAMME FOR THE CENTRAL UTILITIES PLANT BE INCLUDED IN THE CITY'S OVERALL 1990 - 1994 CAPITAL BUDGET PROGRAMME.

BACKGROUND:

- The foregoing recommendation was approved at the H.E.C.F.I. Executive Committee meeting on February 5, 1990.

Respectfully submitted,

Patricia Bennett
Secretary to the Board of Directors

cc: Mr. E. Matthews, City Treasurer
Mr. B. Hotrum, Treasury Officer
Mr. G. Macaluso, Managing Director/CEO
Mr. J. Leuser, Director of Finance & Administration

CENTRAL UTILITIES PLANT

Summary of the 1990 - 1994 Capital Budget Programme

Description	1990	1991	1992	1993	1994	1990 - 1994 Total
C.U.P. - Conversion of Thermal Storage Facilities	\$70,000					\$ 70,000
City Hall - Fan Plenum Retrofit	20,000	\$ 90,000		\$ 60,000		\$170,000
Hamilton Convention Centre - Light Control		25,000				25,000
City Hall - Additional Transformer		50,000				50,000
C.U.P. - Various Capital Replacements/Revisions; New Equipment		70,000	\$ 70,000	70,000	\$70,000	280,000
City Hall - Provision of Stand Alone Boilers			100,000			100,000
Total	\$90,000	\$235,000	\$170,000	\$130,000	\$70,000	\$695,000

City of Hamilton
Treasury

1990-1994 CAPITAL BUDGET
INDIVIDUAL CAPITAL PROJECT SUBMISSION FORM

1. DEPARTMENT/LOCAL BOARD: C.U.P. (Central Utilities Plant)/H.E.C.F.I.
2. (a) PROJECT NUMBER: _____
(b) PROJECT NAME: C.U.P. - Conversion of Heating Water Storage Facilities to Chilled Water Storage.
3. DETAILED DESCRIPTION, STATING PURPOSE, TYPE OF PROJECT, LOCATION, ETC.:
Conversion of existing, but no longer utilized, heating water storage tanks located within the C.U.P. to chilled water storage. This conversion will allow for the production and storage of chilled water during the "off peak" hours at which time electrical consumption and demand charges are reduced. The conversion will require modifications to piping, valving and pump equipment.
4. (a) PROJECT STARTING DATE: 1990 1990
(b) PROJECT FINISHING DATE: _____
(c) YEAR ONTARIO MUNICIPAL BOARD APPROVAL REQUIRED: 1990
5. (a) GROSS COST OF PROJECT
IN YEAR-OF-START DOLLARS: \$ 70,000.00
(b) LESS SUBSIDIES AND OTHER RECEIPTS: \$ 35,000.00
(c) NET CITY'S COST: \$ 35,000.00
- | | | NO. OF PERSON
YEARS CREATED | |
|--------|---------------------------------------|--------------------------------|-------|
| 6. (a) | YEAR OF EXPENDITURE - 1990 | \$ <u>70,000.00</u> | _____ |
| | - 1991 | \$ _____ | _____ |
| | - 1992 | \$ _____ | _____ |
| | - 1993 | \$ _____ | _____ |
| | - 1994 | \$ _____ | _____ |
| | - 1995 & after | \$ _____ | _____ |
| (b) | TOTAL NUMBER OF PERSON YEARS CREATED: | | _____ |
7. ADDITIONAL JOBS TO BE CREATED BY THE PROJECT: _____ \$ NIL
8. ADDITIONAL ANNUAL OPERATING COST: _____
9. EFFECT OF REDUCTION IN COST, DELAY OR ELIMINATION OF THIS PROJECT:
Energy cost savings resulting from load shifting to "off peak" hours and estimated at approximately \$20,000.00 annually would not be realized.
10. WAS THIS PROJECT IN LAST YEAR'S APPROVED CAPITAL BUDGET?
NO ☐ YES ☒ - AT CITY'S COST OF \$ 60,000.00 1993
- SCHEDULED TO START IN THE YEAR _____

John S. L...
Signature of Department Head/Local
Board Manager
(for Standing Committee)

Oct 17/89
Date

John S. L...
Signature of C.A.O.

(for Executive Committee)

Jan 31/90
Date

City of Hamilton
Treasury

1990-1994 CAPITAL BUDGET
INDIVIDUAL CAPITAL PROJECT SUBMISSION FORM

1. DEPARTMENT/LOCAL BOARD: C.U.P. (City Hall) / H.E.C.F.I.
2. (a) PROJECT NUMBER: _____
(b) PROJECT NAME: City Hall - Fan Plenum Retrofit
3. DETAILED DESCRIPTION, STATING PURPOSE, TYPE OF PROJECT, LOCATION, ETC.:

Replace deteriorating sections of supply air fan plenums 1, 1A, 2, 3 and 3A; repair insulation on plenum exterior i.e. encapsulation; repair/replace steam and chilled water coils where necessary. Deterioration resulting from age and caused by original water spray humidification system which has since been rendered inoperable.

4. (a) PROJECT STARTING DATE: 1989
(b) PROJECT FINISHING DATE: 1993
(c) YEAR ONTARIO MUNICIPAL BOARD APPROVAL REQUIRED: 1990
5. (a) GROSS COST OF PROJECT
IN YEAR-OF-START DOLLARS: \$ 270,000.00
(b) LESS SUBSIDIES AND OTHER RECEIPTS: \$ _____
(c) NET CITY'S COST: \$ 270,000.00

NO. OF PERSON
YEARS CREATED

6. (a) YEAR OF EXPENDITURE - 1990 \$ 20,000.00
- 1991 \$ 90,000.00
- 1992 \$ 0
- 1993 \$ 60,000.00
- 1994 \$ _____
- 1995 & after \$ _____
(b) TOTAL NUMBER OF PERSON YEARS CREATED: _____

7. ADDITIONAL JOBS TO BE CREATED BY THE PROJECT: _____
8. ADDITIONAL ANNUAL OPERATING COST: \$ NIL
9. EFFECT OF REDUCTION IN COST, DELAY OR ELIMINATION OF THIS PROJECT:

Degree of deterioration will increase making retrofit impossible and thus resulting in major capital replacement

10. WAS THIS PROJECT IN LAST YEAR'S APPROVED CAPITAL BUDGET? i.e. \$600,000.00 to \$800,000.00
NO ☐ YES ☒ - AT CITY'S COST OF \$ 270,000.00
- SCHEDULED TO START IN THE YEAR 1989

John E. L...
Signature of Department Head/Local
Board Manager
(for Standing Committee)

Oct 17/89
Date

Paul Macaluso
Signature of C.A.O.

(for Executive Committee)

Jan 31/90
Date

City of Hamilton
Treasury

1990-1994 CAPITAL BUDGET
INDIVIDUAL CAPITAL PROJECT SUBMISSION FORM

1. DEPARTMENT/LOCAL BOARD: C. U. P. (Hamilton Convention Centre) H.E.C.F.I.
2. (a) PROJECT NUMBER: _____
(b) PROJECT NAME: Hamilton Convention Centre - Lighting Control
3. DETAILED DESCRIPTION, STATING PURPOSE, TYPE OF PROJECT, LOCATION, ETC.:

Installation of low voltage lighting control system so as to afford more efficient and effective operation of interior and exterior lighting.
Selected circuits for interior i.e. hallway, pedestrian overpass, and exterior lighting to be separated so as to allow individual manual and/or programmed control.

4. (a) PROJECT STARTING DATE: 1991
(b) PROJECT FINISHING DATE: 1991
(c) YEAR ONTARIO MUNICIPAL BOARD APPROVAL REQUIRED: 1991
5. (a) GROSS COST OF PROJECT
IN YEAR-OF-START DOLLARS: \$ 25,000.00
(b) LESS SUBSIDIES AND OTHER RECEIPTS: \$ _____
(c) NET CITY'S COST: \$ 25,000.00

NO. OF PERSON
YEARS CREATED

6. (a) YEAR OF EXPENDITURE - 1990 \$ 25,000.00
- 1991 \$ _____
- 1992 \$ _____
- 1993 \$ _____
- 1994 \$ _____
- 1995 & after \$ _____
(b) TOTAL NUMBER OF PERSON YEARS CREATED: _____

7. ADDITIONAL JOBS TO BE CREATED BY THE PROJECT: _____
8. ADDITIONAL ANNUAL OPERATING COST: \$ NIL
9. EFFECT OF REDUCTION IN COST, DELAY OR ELIMINATION OF THIS PROJECT:

Energy cost savings resulting from reduced electrical consumption and estimated at approximately \$15,000.00 annually would not be realized.

10. WAS THIS PROJECT IN LAST YEAR'S APPROVED CAPITAL BUDGET?

NO ☐ YES ☒ - AT CITY'S COST OF \$ 25,000.00
- SCHEDULED TO START IN THE YEAR 1991

John L. ...
Signature of Department Head/Local
Board Manager
(for Standing Committee)

Oct 17/89
Date

P. Macaluso
Signature of C.A.O.

(for Executive Committee)

Jan 31/90
Date

City of Hamilton
Treasury

1990-1994 CAPITAL BUDGET
INDIVIDUAL CAPITAL PROJECT SUBMISSION FORM

1. DEPARTMENT/LOCAL BOARD: C. U. P. (City Hall) / H.E.C.F.I.
2. (a) PROJECT NUMBER: _____
(b) PROJECT NAME: City Hall - Additional Transformer
3. DETAILED DESCRIPTION, STATING PURPOSE, TYPE OF PROJECT, LOCATION, ETC.:
As a result of numerous additions to the building infrastructure
i.e. office renovations, computer and office equipment, injected steam
humidification units, the existing transformer is loaded to its
maximum. A new 1500 Kva transformer will be installed so as to alleviate
this concern.
4. (a) PROJECT STARTING DATE: 1991
(b) PROJECT FINISHING DATE: 1991
(c) YEAR ONTARIO MUNICIPAL BOARD APPROVAL REQUIRED: 1991
5. (a) GROSS COST OF PROJECT
IN YEAR-OF-START DOLLARS: \$ 50,000.00
(b) LESS SUBSIDIES AND OTHER RECEIPTS: \$ _____
(c) NET CITY'S COST: \$ 50,000.00
- NO. OF PERSON
YEARS CREATED
6. (a) YEAR OF EXPENDITURE - 1990 \$ _____
- 1991 \$ 50,000.00
- 1992 \$ _____
- 1993 \$ _____
- 1994 \$ _____
- 1995 & after \$ _____
(b) TOTAL NUMBER OF PERSON YEARS CREATED: _____
7. ADDITIONAL JOBS TO BE CREATED BY THE PROJECT: _____
8. ADDITIONAL ANNUAL OPERATING COST: \$ NIL
9. EFFECT OF REDUCTION IN COST, DELAY OR ELIMINATION OF THIS PROJECT:
Potential overloading of existing transformer station
resulting in power outage to facility systems and equipment.
10. WAS THIS PROJECT IN LAST YEAR'S APPROVED CAPITAL BUDGET?
NO ☐ YES ☒ - AT CITY'S COST OF \$ 50,000.00
- SCHEDULED TO START IN THE YEAR 1991

Gordon L. Lorne
Signature of Department Head/Local
Board Manager
(for Standing Committee)

Oct 17/89
Date

John Macaluso
Signature of C.A.O.

(for Executive Committee)

Jan. 31/90
Date

City of Hamilton
Treasury

1990-1994 CAPITAL BUDGET
INDIVIDUAL CAPITAL PROJECT SUBMISSION FORM

1. DEPARTMENT/LOCAL BOARD: C.U.P. (CENTRAL UTILITIES PLANT) H.E.C.F.I.
2. (a) PROJECT NUMBER: _____
- (b) PROJECT NAME: C.U.P. (various Capital Replacements and revisions; New Equipment)
3. DETAILED DESCRIPTION, STATING PURPOSE, TYPE OF PROJECT, LOCATION, ETC.: _____

Allowance for various Capital replacements and revisions;
new equipment pertaining to mechanical and electrical
systems; equipment and components in C.U.P. serviced
facilities.

4. (a) PROJECT STARTING DATE: 1991
- (b) PROJECT FINISHING DATE: 1994
- (c) YEAR ONTARIO MUNICIPAL BOARD APPROVAL REQUIRED: 1991
5. (a) GROSS COST OF PROJECT _____
- IN YEAR-OF-START DOLLARS: \$ 280,000.00
- (b) LESS SUBSIDIES AND OTHER RECEIPTS: \$ _____
- (c) NET CITY'S COST: \$ 280,000.00

NO. OF PERSON
YEARS CREATED

6. (a) YEAR OF EXPENDITURE - 1990 \$ 70,000.00
- 1991 \$ 70,000.00
- 1992 \$ 70,000.00
- 1993 \$ 70,000.00
- 1994 \$ 70,000.00
- 1995 & after \$ _____
- (b) TOTAL NUMBER OF PERSON YEARS CREATED: _____

7. ADDITIONAL JOBS TO BE CREATED BY THE PROJECT: _____ NIL
8. ADDITIONAL ANNUAL OPERATING COST: _____
9. EFFECT OF REDUCTION IN COST, DELAY OR ELIMINATION OF THIS PROJECT: _____

Allowance for various Capital replacements/revisions would
not be available, resulting in increased maintenance and future
replacement costs.

10. WAS THIS PROJECT IN LAST YEAR'S APPROVED CAPITAL BUDGET?
- NO ☐ YES ☒ - AT CITY'S COST OF \$ 300,000.00
- SCHEDULED TO START IN THE YEAR 1991

John J. [Signature]
Signature of Department Head/Local
Board Manager
(for Standing Committee)

Jan 30/90
Date

[Signature]
Signature of C.A.O.

(for Executive Committee)

Jan 31/90
Date

City of Hamilton
Treasury

1990-1994 CAPITAL BUDGET
INDIVIDUAL CAPITAL PROJECT SUBMISSION FORM

1. DEPARTMENT/LOCAL BOARD: C.U.P. (City Hall) H.E.C.F.I.
2. (a) PROJECT NUMBER: _____
- (b) PROJECT NAME: City Hall - Provision of Stand Alone Boilers for Hot Water
3. DETAILED DESCRIPTION, STATING PURPOSE, TYPE OF PROJECT, LOCATION, ETC.: Generation

Provide individual stand alone natural gas boilers for: a) domestic hot water
generation, City Hall b) vehicle wash water generation, City Hall Garage
thereby reducing /eliminating the need to operate the older and less
efficient coil tube boilers for these specific purposes.

4. (a) PROJECT STARTING DATE: 1992
- (b) PROJECT FINISHING DATE: 1992
- (c) YEAR ONTARIO MUNICIPAL BOARD APPROVAL REQUIRED: 1992
5. (a) GROSS COST OF PROJECT
- IN YEAR-OF-START DOLLARS: \$ 100,000.00
- (b) LESS SUBSIDIES AND OTHER RECEIPTS: \$ _____
- (c) NET CITY'S COST: \$ 100,000.00

NO. OF PERSON
YEARS CREATED

6. (a) YEAR OF EXPENDITURE - 1990 \$ _____
- 1991 \$ _____
- 1992 \$ 100,000.00
- 1993 \$ _____
- 1994 \$ _____
- 1995 & after \$ _____
- (b) TOTAL NUMBER OF PERSON YEARS CREATED: _____

7. ADDITIONAL JOBS TO BE CREATED BY THE PROJECT: _____ \$ 5,000.00
8. ADDITIONAL ANNUAL OPERATING COST: _____
9. EFFECT OF REDUCTION IN COST, DELAY OR ELIMINATION OF THIS PROJECT:

Energy cost savings from reduced natural gas consumption and estimated
at approximately \$20,000.00 annually would not be realized.

10. WAS THIS PROJECT IN LAST YEAR'S APPROVED CAPITAL BUDGET?
- NO ☐ YES ☒ - AT CITY'S COST OF \$ 100,000.00
- SCHEDULED TO START IN THE YEAR 1993

[Signature]
Signature of Department Head/Local
Board Manager
(for Standing Committee)

Oct 17/89

Date

[Signature]
Signature of C.A.O.

(for Executive Committee)

Jan 31/90

Date

City of Hamilton
Treasury

1990-1994 CAPITAL BUDGET
INDIVIDUAL CAPITAL PROJECT SUBMISSION FORM

1. DEPARTMENT/LOCAL BOARD: C.U.P. (Central Utilities Plant)/H.E.C.F.I.
2. (a) PROJECT NUMBER: _____
(b) PROJECT NAME: C.U.P. - Conversion of Heating Water Storage Facilities to Chilled Water Storage.
3. DETAILED DESCRIPTION, STATING PURPOSE, TYPE OF PROJECT, LOCATION, ETC.:
Conversion of existing, but no longer utilized, heating water storage tanks located within the C.U.P. to chilled water storage. This conversion will allow for the production and storage of chilled water during the "off peak" hours at which time electrical consumption and demand charges are reduced. The conversion will require modifications to piping, valving and pump equipment.
4. (a) PROJECT STARTING DATE: 1990 1990
(b) PROJECT FINISHING DATE: 1990
(c) YEAR ONTARIO MUNICIPAL BOARD APPROVAL REQUIRED: 1990
5. (a) GROSS COST OF PROJECT
IN YEAR-OF-START DOLLARS: \$ 70,000.00
(b) LESS SUBSIDIES AND OTHER RECEIPTS: \$ 35,000.00
(c) NET CITY'S COST: \$ 35,000.00
- | | | NO. OF PERSON
YEARS CREATED | |
|--------|---------------------------------------|--------------------------------|-------|
| 6. (a) | YEAR OF EXPENDITURE - 1990 | \$ <u>70,000.00</u> | _____ |
| | - 1991 | \$ _____ | _____ |
| | - 1992 | \$ _____ | _____ |
| | - 1993 | \$ _____ | _____ |
| | - 1994 | \$ _____ | _____ |
| | - 1995 & after | \$ _____ | _____ |
| (b) | TOTAL NUMBER OF PERSON YEARS CREATED: | | _____ |
7. ADDITIONAL JOBS TO BE CREATED BY THE PROJECT: _____
8. ADDITIONAL ANNUAL OPERATING COST: \$ NIL
9. EFFECT OF REDUCTION IN COST, DELAY OR ELIMINATION OF THIS PROJECT:
Energy cost savings resulting from load shifting to "off peak" hours and estimated at approximately \$20,000.00 annually would not be realized.
10. WAS THIS PROJECT IN LAST YEAR'S APPROVED CAPITAL BUDGET?
NO ☐ YES ☒ - AT CITY'S COST OF \$ 60,000.00 1993
- SCHEDULED TO START IN THE YEAR _____

John E. ...
Signature of Department Head/Local
Board Manager
(for Standing Committee)

Oct 17/89

John ...
Signature of C.A.O.

(for Executive Committee)

Jan 31/90

City of Hamilton
Treasury

1990-1994 CAPITAL BUDGET
INDIVIDUAL CAPITAL PROJECT SUBMISSION FORM

1. DEPARTMENT/LOCAL BOARD: C. U. P. (City Hall) / H.E.C.F.I.
2. (a) PROJECT NUMBER: _____
(b) PROJECT NAME: City Hall - Additional Transformer
3. DETAILED DESCRIPTION, STATING PURPOSE, TYPE OF PROJECT, LOCATION, ETC.:
As a result of numerous additions to the building infrastructure
i.e. office renovations, computer and office equipment, injected steam
humidification units, the existing transformer is loaded to its
maximum. A new 1500 Kva transformer will be installed so as to alleviate
this concern.
4. (a) PROJECT STARTING DATE: 1991
(b) PROJECT FINISHING DATE: 1991
(c) YEAR ONTARIO MUNICIPAL BOARD APPROVAL REQUIRED: 1991
5. (a) GROSS COST OF PROJECT
IN YEAR-OF-START DOLLARS: \$ 50,000.00
(b) LESS SUBSIDIES AND OTHER RECEIPTS: \$ _____
(c) NET CITY'S COST: \$ 50,000.00
- | | | | NO. OF PERSON
YEARS CREATED |
|--------|---------------------------------------|---------------------|--------------------------------|
| 6. (a) | YEAR OF EXPENDITURE - 1990 | \$ _____ | _____ |
| | - 1991 | \$ <u>50,000.00</u> | _____ |
| | - 1992 | \$ _____ | _____ |
| | - 1993 | \$ _____ | _____ |
| | - 1994 | \$ _____ | _____ |
| | - 1995 & after | \$ _____ | _____ |
| (b) | TOTAL NUMBER OF PERSON YEARS CREATED: | | _____ |
7. ADDITIONAL JOBS TO BE CREATED BY THE PROJECT: _____
8. ADDITIONAL ANNUAL OPERATING COST: \$ NIL
9. EFFECT OF REDUCTION IN COST, DELAY OR ELIMINATION OF THIS PROJECT:
Potential overloading of existing transformer station
resulting in power outage to facility systems and equipment.
10. WAS THIS PROJECT IN LAST YEAR'S APPROVED CAPITAL BUDGET?
NO ☐ YES ☒ - AT CITY'S COST OF \$ 50,000.00 1991
- SCHEDULED TO START IN THE YEAR _____

John E. Lawrence
Signature of Department Head/Local
Board Manager
(for Standing Committee)

Oct 17/89

John Macaluso
Signature of C.A.O.

(for Executive Committee)

Jan. 31/90

City of Hamilton
Treasury

1990-1994 CAPITAL BUDGET
INDIVIDUAL CAPITAL PROJECT SUBMISSION FORM

1. DEPARTMENT/LOCAL BOARD: C.U.P. (CENTRAL UTILITIES PLANT) H.E.C.F.I.
2. (a) PROJECT NUMBER: _____
- (b) PROJECT NAME: C.U.P. (various Capital Replacements and revisions; New Equipment)
3. DETAILED DESCRIPTION, STATING PURPOSE, TYPE OF PROJECT, LOCATION, ETC.: _____

Allowance for various Capital replacements and revisions;
new equipment pertaining to mechanical and electrical
systems; equipment and components in C.U.P. serviced
facilities.

4. (a) PROJECT STARTING DATE: 1991
- (b) PROJECT FINISHING DATE: 1994
- (c) YEAR ONTARIO MUNICIPAL BOARD APPROVAL REQUIRED: 1991
5. (a) GROSS COST OF PROJECT
- IN YEAR-OF-START DOLLARS: \$ 280,000.00
- (b) LESS SUBSIDIES AND OTHER RECEIPTS: \$ _____
- (c) NET CITY'S COST: \$ 280,000.00

NO. OF PERSON
YEARS CREATED

6. (a) YEAR OF EXPENDITURE - 1990 \$ 70,000.00
- 1991 \$ 70,000.00
- 1992 \$ 70,000.00
- 1993 \$ 70,000.00
- 1994 \$ 70,000.00
- 1995 & after \$ _____
- (b) TOTAL NUMBER OF PERSON YEARS CREATED: _____

7. ADDITIONAL JOBS TO BE CREATED BY THE PROJECT: NIL
8. ADDITIONAL ANNUAL OPERATING COST: \$ _____
9. EFFECT OF REDUCTION IN COST, DELAY OR ELIMINATION OF THIS PROJECT: _____

Allowance for various Capital replacements/revisions would
not be available, resulting in increased maintenance and future
replacement costs.

10. WAS THIS PROJECT IN LAST YEAR'S APPROVED CAPITAL BUDGET?
- NO ☐ YES ☒ - AT CITY'S COST OF \$ 300,000.00 1991
- SCHEDULED TO START IN THE YEAR _____

[Signature]
Signature of Department Head/Local
Board Manager
(for Standing Committee)

[Signature]
Signature of C.A.O.

(for Executive Committee)

[Signature] 1-1-90

[Signature] 31/90

City of Hamilton
Treasury

1990-1994 CAPITAL BUDGET
INDIVIDUAL CAPITAL PROJECT SUBMISSION FORM

1. DEPARTMENT/LOCAL BOARD: C.U.P. (City Hall) H.E.C.F.I.
2. (a) PROJECT NUMBER: _____
- (b) PROJECT NAME: City Hall - Provision of Stand Alone Boilers for Hot Water
3. DETAILED DESCRIPTION, STATING PURPOSE, TYPE OF PROJECT, LOCATION, ETC.: Generation

Provide individual stand alone natural gas boilers for: a) domestic hot water
generation, City Hall b) vehicle wash water generation, City Hall Garage
thereby reducing /eliminating the need to operate the older and less
efficient coil tube boilers for these specific purposes.

4. (a) PROJECT STARTING DATE: 1992
- (b) PROJECT FINISHING DATE: 1992
- (c) YEAR ONTARIO MUNICIPAL BOARD APPROVAL REQUIRED: 1992
5. (a) GROSS COST OF PROJECT
- IN YEAR-OF-START DOLLARS: \$ 100,000.00
- (b) LESS SUBSIDIES AND OTHER RECEIPTS: \$ _____
- (c) NET CITY'S COST: \$ 100,000.00

NO. OF PERSON
YEARS CREATED

6. (a) YEAR OF EXPENDITURE - 1990 \$ _____
- 1991 \$ _____
- 1992 \$ 100,000.00
- 1993 \$ _____
- 1994 \$ _____
- 1995 & after \$ _____
- (b) TOTAL NUMBER OF PERSON YEARS CREATED: _____

7. ADDITIONAL JOBS TO BE CREATED BY THE PROJECT: _____ \$ 5,000.00
8. ADDITIONAL ANNUAL OPERATING COST: _____
9. EFFECT OF REDUCTION IN COST, DELAY OR ELIMINATION OF THIS PROJECT:

Energy cost savings from reduced natural gas consumption and estimated
at approximately \$20,000.00 annually would not be realized.

10. WAS THIS PROJECT IN LAST YEAR'S APPROVED CAPITAL BUDGET?

NO ☐ YES ☒ - AT CITY'S COST OF \$ 100,000.00

- SCHEDULED TO START IN THE YEAR 1993

John L...
Signature of Department Head/Local
Board Manager
(for Standing Committee)

John Macaluso
Signature of C.A.O.

(for Executive Committee)

URBAN MUNICIPAL

MAY 1

GOVERNMENT DOCUMENTS

5.1

Executive Committee First Report



Hamilton
Entertainment
and Convention
Facilities Inc.

101 York Boulevard
Hamilton, Ontario
Canada L8R 3L4
Tel. 416/527-7900

**REPORT OF THE HECFI BOARD OF DIRECTORS
OF THE HECFI EXECUTIVE COMMITTEE
MEETING OF FEBRUARY 7, 1990**

The HECFI Executive Committee presents its **FIRST** Report and respectfully recommends:

**1. Election of the Vice-Chairman
of the HECFI Executive Committee**

That Mr. Frank P. DeNardis be the Vice-Chairman of the HECFI Executive Committee.

**2. Special Events Subsidy Fund Application -
Credit Union Central of Ontario, March 28-31, 1990**

That the rental for the use of the Hamilton Convention Centre by Credit Union Central of Ontario during the period March 28-31, 1990, be subsidized in the amount of \$13,000 through the HECFI Special Events Subsidy Fund.

Note: Background information is attached as **Schedule "A"**.

**3. Special Events Subsidy Fund Application -
City of Hamilton Ringette Day, April 8, 1990 and
City of Hamilton Minor Hockey Championship Day
April 14, 1990**

That the minimum Basic Building Fee of \$6,500 per day and the actual Event Staff/Event Sheet Charges incurred for the use of Copps Coliseum by the City of Hamilton Ringette Day (April 8, 1990) and the City of Hamilton Minor Hockey Championship Day (April 14, 1990) be financed from the HECFI Special Events Subsidy Fund subject to funding for the Special Events Subsidy Fund being approved for 1990 by City Council.

Note: Background information is attached as **Schedule "B"**.

4. Special Events Subsidy Fund Application -
Canadian Football League Draft, 1990
February 23-24, 1990

That Mr. Gabe Macaluso, Managing Director/C.E.O. send a letter to the Canadian Football League informing them that their Special Events Subsidy Fund application has been approved; stipulating that the tickets are to recognize and indicate HECFI as a sponsor; and that all proceeds are to go directly to the Canadian Football Hall of Fame.

That an amount not to exceed \$5,200 be approved to recover documented expenses of this event; and

That expenses are to include, but not necessarily be limited to:

- a) minimum rental, 1 performance and 1 move-in-day - \$3,565; and
- b) IATSE technical staff as required for event - \$1,635

Note: This event was approved in 1988 and 1989 for Special Events Subsidy assistance in the amounts of \$4,000 and \$5,500 respectively, with the expressed intention that it become an annual event for Hamilton. Background information is attached as **Schedule "C"**.

5. United States Air Force Band Concert,
October 7 & 8, 1989

That the invoice amount billed to the Hamilton Spectator be reduced in the amount of \$1,400.00 to compensate for IATSE charges not anticipated.

Note: Background information is attached as **Schedule "D"**.

6. Woman's World - October 27 & 29, 1989 -
Rental Reduction

That the request of Woman's World for a reduction in rental be denied and that payment in the amount of \$13,981.49 be requested from Woman's World in accordance with the rental agreement signed by both parties.

Note: Alderman John Gallagher, Chairman, requested that a letter be sent to Woman's World informing them of the decision of the Board and that they will be placed in collection if the invoice is not paid immediately. Background information is attached as **Schedule "E"**.

7. Construction of Office Space,
Hamilton Brier 1991 Inc.

That request to have the balance of funds remaining, i.e., \$2,464 from the originally approved \$10,000 limit, utilized as a portion of the cost to complete the administration offices required by the Hamilton Brier 1991 Inc. be denied.

Note: Background information is attached as **Schedule "F"**.

8. Father Sean O'Sullivan Blood Donor Clinic

That the Hamilton Branch Blood Programme of the Canadian Red Cross Society be authorized to host at no charge a "Father Sean O'Sullivan Blood Donor Clinic" on Thursday, March 29, 1990, from 9:00 a.m. to 8:00 p.m. in the Exhibition Hall at Copps Coliseum.

Note: Alderman Tom Murray requested that staff be informed of the Blood Donor Programme. Background information is attached as **Schedule "G"**.

9. Memorial Cup Dinner

That the Memorial Cup banquet scheduled to take place May 4, 1990 at the Hamilton Convention Centre be provided at cost.

Note: Background information is attached as **Schedule "H"**.

10. Hamilton's Bid To Host
1993 Canadian Figure Skating Championships
1994 or 1995 World Figure Skating Championships

That the HECFI Chairman or his designate be authorized to travel to Halifax, Nova Scotia, March 5 to 8, 1990, to present a bid to host the 1993 Canadian Figure Skating Championships and the 1994 or 1995 World Figure Skating Championships.

Note: Background information is attached as **Schedule "I"**.

[REDACTED]

[REDACTED]

The following are items for information only:

1. Appointment of the Special Audit
Committee Members

The appointment of the Special Audit Committee members was referred to the next HECFI Executive Committee meeting of March 7, 1990.

2. Marketing Services Report for December

The Marketing Services Report for December as prepared by Mary Webb, Marketing Services Manager, is attached as **Schedule "J"**.

3. Direct Line - Taxi Service
Proposal From Yellow Cab

The information and correspondence received in relation to the Taxi Service Proposal from Yellow Cab is attached as **Schedule "K"**.

4. Consolidated Unaudited Operating Results
For the Eleven Month Period Ended November 30, 1989

4.1 For HECFI

Attached as **Schedule "L"**.

4.2 For CUP

Attached as **Schedule "M"**.

5. Volume Concession Services Inc. Invoice - Lech Walesa-
Working Together For a Better World

The report in relation to the Volume Concession Services Inc. Invoice for Lech Walesa is attached as **Schedule "N"**.

6. HECFI Operating Budgets

The HECFI Operating Budgets were referred to the Board of Directors meeting of February 16, 1990. ~~Information is withheld~~

7. HECFI/CUP 1990 Budget Overview

The HECFI/CUP 1990 Budget Overview was referred to the Board of Directors meeting of February 16, 1990 and will be included under separate cover to the Board.

8. HECFI Consolidated Operating Budget Summary

The HECFI Consolidated Operating Budget Summary was referred to the Board of Directors meeting of February 16, 1990 and will be included under separate cover to the Board.

9. Hamilton Place Theatre Operating Budget

The Hamilton Place Theatre Committee met on February 2, 1990 and will be presenting a report to the Board of Directors meeting of February 16, 1990.

10. Hamilton Convention Centre Operating Budget

The Hamilton Convention Centre Committee met on February 5, 1990 and will be presenting a report to the Board of Directors meeting of February 16, 1990.

11. Copps Coliseum Operating Budget

The Copps Coliseum Committee met on February 6, 1990 and will be presenting a report to the Board of Directors meeting of February 16, 1990.

12. Corporate Division Operating Budget

The Corporate Division Operating Budget was referred to the Board of Directors meeting of February 16, 1990 and will be included under separate cover to the Board.

13. CUP Operating Budget

The Copps Coliseum Committee met on February 6, 1990 and will be presenting their report to the Board of Directors meeting of February 16, 1990.

14. Correspondence Received - King Street West
Pedestrian Bridge

The correspondence received from Mr. J. J. Schatz, Secretary, Coordinating Committee is attached as **Schedule "P"**.

RESPECTFULLY SUBMITTED

Alderman John Gallagher

ALDERMAN JOHN GALLAGHER, CHAIRMAN
HECFI EXECUTIVE COMMITTEE

Heidi Evans

Heidi Evans
Acting Committee Secretary



Hamilton
Entertainment
and Convention
Facilities Inc.

101 York Boulevard
Hamilton, Ontario
Canada L8R 3L4
Tel. 416-527-7900

HECFI

SPECIAL EVENTS SUBSIDY FUND

APPLICATION FORM

IMPORTANT NOTICE

- All requests for subsidization from the HECFI SPECIAL EVENTS SUBSIDY FUND must be approved/rejected by the HECFI Executive Committee and the HECFI Board of Directors prior to the event actually taking place.
- The person(s)/organization requesting subsidization from the HECFI SPECIAL EVENTS SUBSIDY FUND should be advised that their request will not be considered if similar requests are being made or may be made to the Regional Municipality of Hamilton-Wentworth and/or to The Corporation of The City of Hamilton.

Revised October, 1989 and Replaces August, 1989

....Page 1 of 6

HECFI SPECIAL EVENTS SUBSIDY FUND

APPLICATION FORM

1. **EVENT NAME:** Credit Union Central of Ontario

2. **EVENT DATE(S):** March 28-31, 1990

3. **FACILITY(IES):** Hamilton Convention Centre

4. **HECFI MANAGEMENT/EXECUTIVE COMMITTEE RECOMMENDATION:**

That the rental for the use of the Convention Centre by Credit Union Central of Ontario during the period March 28-31 1990, be subsidized in the amount of \$13,000.00 through the HECFI Special Event Subsidy Fund.

Date: _____, 19__

5. **HECFI BOARD OF DIRECTORS RECOMMENDATION:**

Date: _____, 19__

6. PERSON(S)/ORGANIZATION REQUESTING SUBSIDIZATION:

Credit Union Central of Ontario

Full Legal Name Required of Person(s)/Organization(s)

Address: 180 Duncan Mill Road

Don Mills, Ontario

M3B 3K3

416-441-2900

Postal Code

Telephone Number

Contact Person(s): Ms. Gail J. Newman

416-441-2900

Postal Code

Telephone Number

7. HAS A WRITTEN REQUEST/PROPOSAL BEEN RECEIVED? ~~xxx~~ no

*If YES it should be attached hereto.

8. IF IT IS A PERSON(S) MAKING THE REQUEST, WHY IS IT FELT THAT SUBSIDIZATION IS JUSTIFIED?

The subsidization is requested to honour a verbal commitment to this organization by the previous Sales Manager, Mr. Nat Davidson, in February 1986.

9. IF IT IS AN ORGANIZATION MAKING THE REQUEST, ANSWER THE FOLLOWING:

- IS THE ORGANIZATION PROFIT ORIENTED? yes ~~no~~
- IS THE ORGANIZATION NON-PROFIT? ~~yes~~ no
- IS THE ORGANIZATION CHARITABLE? ~~yes~~ no

*IF YES WHAT IS CHARITABLE NUMBER - _____

10. IF IT IS AN ORGANIZATION MAKING THE REQUEST, WHAT ARE THE GENERAL OBJECTS AND/OR PURPOSE OF THE ORGANIZATION:

N/A

11. LIST THE EXECUTIVE OFFICERS OF THE ORGANIZATION:

<u>Name</u>	<u>Address</u>	<u>Telephone</u>
Mr. Warren Hanstead Chairman of the Board	180 Duncan Mill Road Don Mills, Ont.	416-441-2900
Mr. Edwin Grad Chief Executive Officer		

12. WHAT IS THE NATURE OF THE EVENT TO BE HELD?

50th Anniversary Conference for this organization.

13. HOW MANY PEOPLE WILL ATTEND THE EVENT?

1,200

HOW MANY PEOPLE ARE EXPECTED TO COME FROM OUTSIDE GREATER
HAMILTON? 1,100

14. WHAT IS THE EXPECTED BENEFIT FROM THE EVENT?

The food and beverage from this conference is expected to
exceed \$40,000.00

15. IS THIS EVENT, OR COULD THIS EVENT, BE AN ANNUAL EVENT IN THE HECFI
FACILITY(IES)?

~~XXX~~
~~XXX~~

No

IF YES, WILL SUBSIDIZATION BE REQUESTED IN FUTURE YEARS?

~~Yes~~

No

16. IF THE APPLICATION FOR SUBSIDIZATION IS REJECTED, WOULD THIS EVENT BE
HELD IN ANOTHER CITY?

~~Yes~~

No

If YES, give explanation:

17. WHAT IS THE ESTIMATED ACCOMMODATIONS, SPENDING AND INCREMENTAL REVENUE BENEFITS TO THE CITY OF HAMILTON? (Based on current IACVB figures)

1,200 people x 4 days x \$ 138.67 + -\$ 665,616.00

18. WHAT BENEFITS (financial, exposure, etc.) WILL BE GENERATED TO THE CITY OF HAMILTON AND THE HECFI FACILITIES BY THIS EVENT?

This is a major conference for the City of Hamilton that will have a tremendous impact on the City, particularly in the downtown core.

19. WHAT DEAL WOULD THE FACILITY(IES) NORMALLY BE PREPARED TO NEGOTIATE FOR THIS EVENT?

The total rental for this event is \$30,146.00 The rental has been reduced by the Convention Centre in the amount of \$10,146.00 based on the food and beverage revenue from the conference.

20. DOES THE SUBSIDIZATION REQUEST INCLUDE A PARKING FEE REDUCTION FOR VISITORS/DELEGATES? Yes No

Parking has already been committed. 800-900 passes required.

If "YES", what is the dollar amount? - \$ 25,000.00

21. WHAT IS THE TOTAL AMOUNT OF SUBSIDY REQUEST IN DOLLARS?

\$ 20,000.00

22. IF THE FULL SUBSIDIZATION REQUESTED WAS APPROVED, WHAT IS THE DIFFERENCE IN DOLLARS TO THE FACILITY(IES) IN LOST REVENUE? -

\$ nil

23. WHAT IS THE MAXIMUM SUBSIDIZATION HECFI MANAGEMENT WOULD RECOMMEND, IF ANY?

\$20,000.00

24. HAS A REQUEST(S) BEEN MADE TO THE REGIONAL MUNICIPALITY OF HAMILTON-WENTWORTH OR TO THE CORPORATION OF THE CITY OF HAMILTON FOR SUBSIDIZATION?

~~Yes~~

No

25. DOES THIS REQUEST MEET THE GUIDELINES OF THE HECFI SPECIAL EVENTS SUBSIDY FUND? IF NOT, PLEASE EXPLAIN.

Yes.

26. HECFI MANAGEMENT APPROVALS:

Facility Director - *Decker* Date: *Jan 26/90*

Facility Director - _____ Date: _____

Director of Finance
& Administration - *John A. Lerner* Date: *Feb 1/90*

Managing Director/
CEO *John Macaluso* Date: *Feb 1/90*

* Check box if support documentation attached -

Revised October, 1989 and
Replaces August, 1989

**HECFI SPECIAL EVENTS SUBSIDY FUND
GUIDELINES & PROCEDURES**

CRITERIA TO QUALIFY:

- For an event to qualify as a "Special Event" in one or more of the HECFI facilities (Hamilton Place Theatre, Hamilton Convention Centre, Coops Coliseum) for subsidization from the HECFI SPECIAL EVENTS SUBSIDY FUND, it must be an event which will provide a direct benefit to the City of Hamilton, the local economy and community at large (Example: major conventions, political conventions, national and international events, some special local events).
- Final determination as to whether an event qualifies as a "Special Event" and the amount of subsidization is subject to the approval/rejection of the HECFI Board of Directors.

LIMITATIONS OF SUBSIDIZATION:

- if a request/proposal is approved as a "Special Event" the following should be the limitations of subsidization except at the direction of the HECFI Board of Directors:
 - the ~~maximum~~ subsidization should be limited to the full normal licence/rental fee for the use of the facility(ies);
 - ~~never~~ subsidize Event Staff and Event Sheet Charges as these are actual out-of-pocket operating costs of the facility(ies);
 - ~~never~~ subsidize Ticket Box Office charges;
 - ~~never make any financial contribution/ donation to the event.~~

*If the City of Hamilton wants to go beyond the above, it should be done totally separately and out of another budget area.

PROCEDURE TO SCREEN REQUESTS:

- All requests/proposals for subsidization that involves the use of one or more of the HECFI facilities, whether originating internally or externally, must be re-directed immediately to the HECFI Managing Director/Chief Executive Officer.
- The HECFI Managing Director/Chief Executive Officer in conjunction with the pertinent facility Director(s) will then contact the person(s)/organization directly and proceed to collect the information in writing in order to assist in documenting and determining why it is felt that the event should or should not qualify to be a "Special Event" and be eligible for subsidization.
- Some person(s)/organization(s) will be required to document in writing why it is felt that their event should qualify to be a "Special Event".
- The HECFI Managing Director/Chief Executive Officer in conjunction with the pertinent facility Director(s) will then prepare the HECFI SPECIAL EVENTS SUBSIDY FUND APPLICATION FORMS including their recommendation of approval or rejection.
- All HECFI SPECIAL EVENTS SUBSIDY FUND APPLICATION FORMS, regardless of whether the HECFI management recommendation is for approval or rejection will be brought forward to the HECFI Executive Committee for its review and consideration.
- The HECFI Executive Committee will then bring forward its recommendation to the next HECFI Board of Directors meeting.
- Those events which qualify and are approved by the HECFI Board of Directors as "Special Events" and are to receive some subsidization from the HECFI SPECIAL EVENTS SUBSIDY FUND will then be referred back to HECFI management for implementation.

MISCELLANEOUS:

- The "Special Event" user must acknowledge in its advertising/promotional material the assistance of THE HAMILTON ENTERTAINMENT AND CONVENTION FACILITIES INC. and THE CORPORATION OF THE CITY OF HAMILTON.
- Whenever subsidization is approved for a "Special Event", the subsidization amount will be transferred out of the HECFI SPECIAL EVENTS SUBSIDY FUND over to the pertinent facility(ies) to off-set what would otherwise be a loss of normally anticipated revenue.



HAMILTON
CONVENTION
CENTRE

115 King Street West
Hamilton, Ontario
Canada L8P 4T9
Tel. 416/523-5883

M E M O R A N D U M

MEMO TO : Steve Dockman, Operations Manager, HCC

MEMO FROM : Sal Farrauto, Sales Manager, HCC

COPY TO : Gabe Macaluso, Managing Director/CEO, HECFI

DATE : December 22, 1989

SUBJECT : Credit Union Central of Ontario

Attached you will find a copy of a letter, dated December 1st, 1989, which was sent to Ms Gail Newman, Meetings, Planning and Administration Manager. Credit Union Central of Ontario (CUCO), outlining the Hamilton Convention Centre's commitments towards their Conference, March 28th - 31st, 1990.

Among the items listed in the letter is a commitment of no room rental based on a verbal commitment made by the former Sales Manager, Nat Davidson, in February, 1986.

Under Nat Davidson's direction, a letter was sent to Ms Newman, dated August 30th, 1988, which outlined free room rental based on anticipated food and beverage revenue. This letter is attached. In that letter, it was stated that room rental would be renegotiated if actual food and beverage revenue fall below anticipated food and beverage revenue.

In finalizing the contract, it was determined that in terms of food and beverage revenues, the CUCO would be holding a banquet for approximately 1400 persons and three breakfasts and lunches for approximately 100 persons (staff) at the Hamilton Convention Centre. However, the sponsored social for 1500-1700 persons and the luncheon - fashion show for 1200 persons, which were anticipated and outlined in the letter of August 30th, 1988, were not being held at the Hamilton Convention Centre.

Karen Dowhan and I met with you on November 17th, 1989, and explained the situation regarding CUCO. You determined that the lost net revenues due to the functions not being held at the Hamilton Convention Centre amounted to approximately \$10,000.00. With total rental amounting to approximately \$22,300.00 it was suggested that Ms Newman be approached with a rental figure of \$10,000.00.

As per your recommendation, Karen Dowhan and I met with Ms Newman on November 21st, 1989. At that meeting I referred to the letter of August 30th, 1988, and proposed that due to the two functions not being held at the Hamilton Convention Centre, a fair rental fee for the facilities would be \$10,000.00, the amount equalling lost net revenue. It was pointed out that this figure was less than half of the total rental of \$22,300.00.

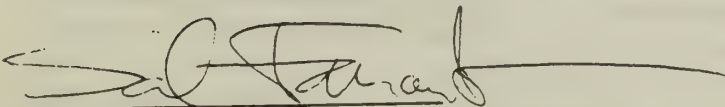
Ms Newman was not pleased with this offer. She disregarded the letter of August 30th 1988, and emphasized that the CUCO had agreed to choose Hamilton for its 1990 Conference site, provided it could get the same deal as was offered at the Royal York in Toronto. This included the verbal commitment of Nat Davidson, of no room rental charges, among other items. She basically refused to pay any rental for the facilities at the Hamilton Convention Centre.

I subsequently met with Mr. Gabe Macaluso, Managing Director/CEO, HECFI, and explained the situation. It was the opinion of Mr. Macaluso, that no room rental be charged for space in order to avoid any negative publicity which may be caused if we continued to pursue obtaining the rental of \$10,000.00. It would be in the best interest of the Hamilton Convention Centre to honour Nat Davidson's commitment, even though it was verbal.

I have contacted Ms Gail Newman and advised her that we will honour the commitment of no room rental charges, as well as other commitments as outlined in my letter. She appears to be satisfied with these arrangements.

In finalizing the contract, Ms Newman, confirmed additional space thus total rental amounts to \$30,146.00. It is my opinion that the Hamilton Convention Centre's anticipated revenue from this conference should not be affected by Nat Davidson's verbal commitment of February, 1986. I am recommending that an internal subsidy fund application in the amount of \$20,000.00 be submitted. Can you please initiate this at your earliest convenience.

Trusting all is in order,



Sal Farrauto
Sales Manager

SF/sm
Encls.

CREDIT UNION CENTRAL OF ONTARIO

Wednesday, March 28, 1990 through Saturday, March 31, 1990

S C H E D U L E " B "

Wednesday, March 28, 1990

<u>Room</u>	<u>Function</u>	<u>Set-up</u>	<u>Nbr Expected</u>	<u>Time</u>	<u>Rental</u>
Chedoke Foyer	registration	t.b.a.	-	08:00-01:00 hrs.	N/C
Chedoke ABC	plenary	t.b.a.	1400	08:00-01:00 hrs.	\$3,800.
Webster Lounge	display sponsors	t.b.a.	-	08:00-01:00 hrs.	177.
Webster ABC	display affiliates	t.b.a.	-	08:00-01:00 hrs.	532.
Room 314	office	casual	-	08:00-01:00 hrs.	400.
Albion ABC	staff lounge	casual	-	08:00-01:00 hrs.	1,000.
Room 205	a/v storage	-	-	08:00-01:00 hrs.	170.
Room 203	command performance/ storage	-	-	08:00-01:00 hrs.	220.
Room 202	VIP	casual	-	08:00-01:00 hrs.	250.
Wentworth A	workshop	rounds	max	08:00-01:00 hrs.	2,875.
Wentworth B	workshop	rounds	max	08:00-01:00 hrs.	
Wentworth C	workshop	rounds	max	08:00-01:00 hrs.	

Thursday, March 29, 1990

Chedoke Foyer	registration	t.b.a.	-	08:00-01:00 hrs.	N/C
Chedoke ABC	plenary	t.b.a.	1400	08:00-01:00 hrs.	3,800.
Webster Lounge	display sponsors	t.b.a.	-	07:00-01:00 hrs.	177.
Webster ABC	display affiliates	t.b.a.	-	08:00-01:00 hrs.	532.

Thursday, March 29, 1990

<u>Room</u>	<u>Function</u>	<u>Set-up</u>	<u>Nbr Expected</u>	<u>Rental</u>	<u>Rental</u>
Room 314	office	casual	-	08:00-01:00 hrs.	\$ 400.
Albion ABC	brkfst/ luncheon/ staff lounge	rounds/ casual	100	08:00-01:00 hrs.	500.
Room 205	a/v storage	-	-	08:00-01:00 hrs.	170.
Room 204	luggage room	-	-	08:00-01:00 hrs.	N/C
Room 203	command performance/ storage	-	-	08:00-01:00 hrs.	220.
Room 202	VIP	casual	-	08:00-01:00 hrs.	250.
Wentworth A	workshop	rounds	max	08:00-01:00 hrs.	2,875.
Wentworth B	workshop	rounds	max	08:00-01:00 hrs.	
Wentworth C	Co-op Trust meeting	rounds	max	08:00-01:00 hrs.	

Friday, March 30, 1990

Chedoke Foyer	registration	t.b.a.	-	08:00-01:00 hrs.	N/C
Chedoke ABC	plenary	t.b.a.	1400	08:00-16:30 hrs.	2,000.
Webster Lounge	display sponsors	t.b.a.	-	08:00-01:00 hrs.	177.
Webster ABC	display affiliates	t.b.a.	-	08:00-01:00 hrs.	532.
Room 314	office	casual	-	08:00-01:00 hrs.	400.
Albion ABC	staff lounge/ luncheon	casual/ rounds	-	08:00-01:00 hrs.	500.
Room 205	a/v storage	-	-	08:00-01:00 hrs.	170.

Friday, March 30, 1990

<u>Room</u>	<u>Function</u>	<u>Set-up</u>	<u>Nbr Expected</u>	<u>Time</u>	<u>Rental</u>
Room 204	luggage room	-	-	08:00-01:00 hrs.	N/C
Room 203	command performance/ storage	-	-	08:00-01:00 hrs.	\$ 220.
Room 202	VIP	casual	-	08:00-01:00 hrs.	250.
Wentworth A	workshop	rounds	max	08:00-12:00 hrs.	1,500.
Wentworth B	workshop	rounds	max	08:00-12:00 hrs.	
Wentworth C	workshop	rounds	max	08:00-12:00 hrs.	
Wentworth ABC	banquet	rounds	max	17:00-01:00 hrs.	N/C
Chedoke ABC	entertainment	rounds	max	17:00-01:00 hrs.	N/C

Saturday, March 31, 1990

Chedoke Foyer	registration	t.b.a.	-	08:00-01:00 hrs.	N/C
Chedoke ABC	plenary	t.b.a.	1400	08:00-01:00 hrs.	3,800.
Webster Lounge	display sponsors	t.b.a.	-	08:00-01:00 hrs.	177.
Webster ABC	display affiliates	t.b.a.	-	08:00-01:00 hrs.	532.
Room 314	office	casual	-	08:00-01:00 hrs.	400.
Albion ABC	staff lounge/ Brd Dir Mtg	casual/ t.b.a.	-	08:00-17:00 hrs.	500.
Room 205	a/v storage	-	-	08:00-01:00 hrs.	170.
Room 204	luggage room	-	-	08:00-01:00 hrs.	N/C

Saturday, March 31, 1990

<u>Room</u>	<u>Function</u>	<u>Set-up</u>	<u>Nbr Expected</u>	<u>Time</u>	<u>Rental</u>
Room 203	command performance/ storage	-	-	08:00-01:00 hrs.	\$ 220.
Room 202	VIP/ballot room	casual	-	08:00-01:00 hrs.	250.
					Total Rental <u>\$30,146.</u>

Please be advised that the Hamilton Convention Centre has an agreement with I.A.T.S.E. whereby all work related to theatrical type of event and presentation must be performed by I.A.T.S.E. personnel. This agreement includes the set-up, maintain or tear down of any temporary portable stage, any temporary lighting and sound equipment, and any temporary scenery sets or props provided by the licensee. As well, the union has the right to assist with the loading and unloading of those trucks transporting equipment and material for that event. For further information please contact, Mr. Butch Munn or Mr. Don Stewart at 525-3100.



Hamilton
Entertainment
and Convention
Facilities Inc.

101 York Boulevard
Hamilton, Ontario
Canada L8R 3L4
Tel. 416/527-7900

HECFI

SPECIAL EVENTS SUBSIDY FUND

APPLICATION FORM

IMPORTANT NOTICE

- All requests for subsidization from the HECFI SPECIAL EVENTS SUBSIDY FUND must be approved/rejected by the HECFI Executive Committee and the HECFI Board of Directors prior to the event actually taking place.
- The person(s)/organization requesting subsidization from the HECFI SPECIAL EVENTS SUBSIDY FUND should be advised that their request will not be considered if similar requests are being made or may be made to the Regional Municipality of Hamilton-Wentworth and/or to The Corporation of The City of Hamilton.

Revised October, 1989 and Replaces August, 1989

....Page 1 of 6

HECFI SPECIAL EVENTS SUBSIDY FUND

APPLICATION FORM

1. **EVENT NAME:** City of Hamilton Ringette Day
City of Hamilton Minor Hockey Championship Day

2. **EVENT DATE(S):** April 8th, 1990, and April 14th, 1990

3. **FACILITY(IES):** Copps Coliseum

4. **HECFI MANAGEMENT/EXECUTIVE COMMITTEE RECOMMENDATION:**

That the minimum Basic Building Fee of \$6,500. per day and the actual Event Staff/Event Sheet Charges incurred for the use of Copps Coliseum by the City of Hamilton Ringette Day (April 8th, 1990) and the City of Hamilton Minor Hockey Championship Day (April 14th, 1990) be financed by the HECFI Special Events Subsidy Fund subject to funding for the Special Events Subsidy Fund being approved for 1990 by City Council.

Date: December 11, 1989

5. **HECFI BOARD OF DIRECTORS RECOMMENDATION:**

Date: _____, 19__

6. **PERSON(S)/ORGANIZATION REQUESTING SUBSIDIZATION:**

The Corporation of the City of Hamilton Culture and Recreation Department
Full Legal Name Required of Person(s)/Organization(s)

Address: City Hall, 71 Main Street West

Hamilton, Ontario

L8P 1H4

Postal Code

546-4614

Telephone Number

Contact Person(s): Mr. R. Sugden, Director

Culture and Recreation Department

546-4614

Postal Code

Telephone Number

7. **HAS A WRITTEN REQUEST/PROPOSAL BEEN RECEIVED?** yes ☒ **no**

*If YES it should be attached hereto.

8. **IF IT IS A PERSON(S) MAKING THE REQUEST, WHY IS IT FELT THAT SUBSIDIZATION IS JUSTIFIED?**

N/A

9. **IF IT IS AN ORGANIZATION MAKING THE REQUEST, ANSWER THE FOLLOWING:**

- IS THE ORGANIZATION PROFIT ORIENTED? yes ☒ **no**
- IS THE ORGANIZATION NON-PROFIT? ☒ **yes** **no**
- IS THE ORGANIZATION CHARITABLE? yes ☒ **no**

*IF YES WHAT IS CHARITABLE NUMBER - _____

10. **IF IT IS AN ORGANIZATION MAKING THE REQUEST, WHAT ARE THE GENERAL OBJECTS AND/OR PURPOSE OF THE ORGANIZATION:**

The Culture and Recreation Department operates on behalf of The Corporation of The City of Hamilton to maintain, operate, manage, and promote leisure activity for the citizens in The City of Hamilton.

11. LIST THE EXECUTIVE OFFICERS OF THE ORGANIZATION:

<u>Name</u>	<u>Address</u>	<u>Telephone</u>
Mr. R. Sugden	City Hall	546-4617

12. WHAT IS THE NATURE OF THE EVENT TO BE HELD?

1. City of Hamilton Ringette Day
2. City of Hamilton Minor Hockey Championship Day

13. HOW MANY PEOPLE WILL ATTEND THE EVENT?

3,500

HOW MANY PEOPLE ARE EXPECTED TO COME FROM OUTSIDE GREATER HAMILTON? Minimal

14. WHAT IS THE EXPECTED BENEFIT FROM THE EVENT?

The Events are a further extension of a continuing effort to raise public awareness of the Coliseum through personal participation by those citizens whose tax dollars...now and in the future, must support it. This event is invaluable from a public relations standpoint. Both the City of Hamilton and HECFI share the accrued benefit.

15. IS THIS EVENT, OR COULD THIS EVENT, BE AN ANNUAL EVENT IN THE HECFI FACILITY(IES)?

☒ Yes

☐ No

IF YES, WILL SUBSIDIZATION BE REQUESTED IN FUTURE YEARS?

☒ Yes

☐ No

16. IF THE APPLICATION FOR SUBSIDIZATION IS REJECTED, WOULD THIS EVENT BE HELD IN ANOTHER CITY?

☐ Yes

☒ No

If YES, give explanation:

17. WHAT IS THE ESTIMATED ACCOMMODATIONS, SPENDING AND INCREMENTAL REVENUE BENEFITS TO THE CITY OF HAMILTON? (Based on current IACVB figures)

_____ people x _____ days x \$ _____ + -\$ _____ N/A

18. WHAT BENEFITS (financial, exposure, etc.) WILL BE GENERATED TO THE CITY OF HAMILTON AND THE HECFI FACILITIES BY THIS EVENT?

Please See Item #14

19. WHAT DEAL WOULD THE FACILITY(IES) NORMALLY BE PREPARED TO NEGOTIATE FOR THIS EVENT?

- A minimum Basic Building Fee of \$6,500. per day.
- All Event Staff/Event Sheet Charges.

20. DOES THE SUBSIDIZATION REQUEST INCLUDE A PARKING FEE REDUCTION FOR VISITORS/DELEGATES? Yes No

If "YES", what is the dollar amount? - \$ _____

21. WHAT IS THE TOTAL AMOUNT OF SUBSIDY REQUEST IN DOLLARS?
\$ approx. \$2,200.

22. IF THE FULL SUBSIDIZATION REQUESTED WAS APPROVED, WHAT IS THE DIFFERENCE IN DOLLARS TO THE FACILITY(IES) IN LOST REVENUE? -
\$ 2,200.

23. WHAT IS THE MAXIMUM SUBSIDIZATION HECFI MANAGEMENT WOULD RECOMMEND, IF ANY?

approx. \$2,200.

24. HAS A REQUEST(S) BEEN MADE TO THE REGIONAL MUNICIPALITY OF HAMILTON-WENTWORTH OR TO THE CORPORATION OF THE CITY OF HAMILTON FOR SUBSIDIZATION?

Yes

No

25. DOES THIS REQUEST MEET THE GUIDELINES OF THE HECFI SPECIAL EVENTS SUBSIDY FUND? IF NOT, PLEASE EXPLAIN.

Yes.

26. HECFI MANAGEMENT APPROVALS:

Facility Director - [Signature] Date: Dec 14/89

Facility Director - _____ Date: _____

Director of Finance & Administration - John C. Lerner Date: Dec 22/89

Managing Director
CEO [Signature] Date: Dec 22/89

* Check box if support documentation attached -

Revised October, 1989 and
Replaces August, 1989

**HECFI SPECIAL EVENTS SUBSIDY FUND
GUIDELINES & PROCEDURES**

CRITERIA TO QUALIFY:

- For an event to qualify as a "Special Event" in one or more of the HECFI facilities (Hamilton Place Theatre, Hamilton Convention Centre, Copps Coliseum) for subsidization from the HECFI SPECIAL EVENTS SUBSIDY FUND, it must be an event which will provide a direct benefit to the City of Hamilton, the local economy and community at large (Example: major conventions, political conventions, national and international events, some special local events).
- Final determination as to whether an event qualifies as a "Special Event" and the amount of subsidization is subject to the approval/rejection of the HECFI Board of Directors.

LIMITATIONS OF SUBSIDIZATION:

- if a request/proposal is approved as a "Special Event" the following should be the limitations of subsidization except at the direction of the HECFI Board of Directors:
 - the maximum subsidization should be limited to the full normal licence/rental fee for the use of the facility(ies);
 - never subsidize Event Staff and Event Sheet Charges as these are actual out-of-pocket operating costs of the facility(ies);
 - never subsidize Ticket Box Office charges;
 - never make any financial contribution/ donation to the event.

*If the City of Hamilton wants to go beyond the above, it should be done totally separately and out of another budget area.

PROCEDURE TO SCREEN REQUESTS:

- All requests/proposals for subsidization that involves the use of one or more of the HECFI facilities, whether originating internally or externally, must be re-directed immediately to the HECFI Managing Director/Chief Executive Officer.
- The HECFI Managing Director/Chief Executive Officer in conjunction with the pertinent facility Director(s) will then contact the person(s)/organization directly and proceed to collect the information in writing in order to assist in documenting and determining why it is felt that the event should or should not qualify to be a "Special Event" and be eligible for subsidization.
- Some person(s)/organization(s) will be required to document in writing why it is felt that their event should qualify to be a "Special Event".
- The HECFI Managing Director/Chief Executive Officer in conjunction with the pertinent facility Director(s) will then prepare the HECFI SPECIAL EVENTS SUBSIDY FUND APPLICATION FORMS including their recommendation of approval or rejection.
- All HECFI SPECIAL EVENTS SUBSIDY FUND APPLICATION FORMS, regardless of whether the HECFI management recommendation is for approval or rejection will be brought forward to the HECFI Executive Committee for its review and consideration.
- The HECFI Executive Committee will then bring forward its recommendation to the next HECFI Board of Directors meeting.
- Those events which qualify and are approved by the HECFI Board of Directors as "Special Events" and are to receive some subsidization from the HECFI SPECIAL EVENTS SUBSIDY FUND will then be referred back to HECFI management for implementation.

MISCELLANEOUS:

- The "Special Event" user must acknowledge in its advertising/promotional material the assistance of THE HAMILTON ENTERTAINMENT AND CONVENTION FACILITIES INC. and THE CORPORATION OF THE CITY OF HAMILTON.
- whenever subsidization is approved for a "Special Event", the subsidization amount will be transferred out of the HECFI SPECIAL EVENTS SUBSIDY FUND over to the pertinent facility(ies) to off-set what would otherwise be a loss of normally anticipated revenue.



Hamilton
Entertainment
and Convention
Facilities Inc.

101 York Boulevard
Hamilton, Ontario
Canada L8R 3L4
Tel. 416/527-7900

HECFI

SPECIAL EVENTS SUBSIDY FUND

APPLICATION FORM

IMPORTANT NOTICE

- All requests for subsidization from the HECFI SPECIAL EVENTS SUBSIDY FUND must be approved/rejected by the HECFI Executive Committee and the HECFI Board of Directors prior to the event actually taking place.
- The person(s)/organization requesting subsidization from the HECFI SPECIAL EVENTS SUBSIDY FUND should be advised that their request will not be considered if similar requests are being made or may be made to the Regional Municipality of Hamilton-Wentworth and/or to The Corporation of The City of Hamilton.

Revised October, 1989 and Replaces August, 1989

....Page 1 of 6

HECFI SPECIAL EVENTS SUBSIDY FUND

APPLICATION FORM

1. **EVENT NAME:** Canadian Football League Draft, 1990

2. **EVENT DATE(S):** February 23 & 24, 1990

3. **FACILITY(IES):** Hamilton Place Theatre

This application/recommendation concerns the uses of
Hamilton Place only.

4. **HECFI MANAGEMENT/EXECUTIVE COMMITTEE RECOMMENDATION:**

That an amount not to exceed \$5,200 be approved to recover documented expenses of this event; that expenses are to include, but not necessarily be limited to 1) minimum rental, 1 performance and 1 move-in day - \$3565; 2) IATSE technical staff as required for event - \$1635;

BACKGROUND INFORMATION:

and 1989

This event was approved in 1988/for Special Events Subsidy assistance in the amounts of \$4000 and \$5500 respectively, with the expressed intention that it become an annual event for Hamilton.

Date: _____, 19__

5. **HECFI BOARD OF DIRECTORS RECOMMENDATION:**

Date: _____, 19__

6. PERSON(S)/ORGANIZATION REQUESTING SUBSIDIZATION:

Canadian Football League
Full Legal Name Required of Person(s)/Organization(s)
Address: Canadian Football League Building
12th Floor, 1200 Bay Street
Toronto, Ontario M5R 2A5 928-1200
Postal Code Telephone Number
Contact Person(s): Ed Chalupka
58 Jackson Street West Hamilton
L8P 1L4 528-7566
Postal Code Telephone Number

7. HAS A WRITTEN REQUEST/PROPOSAL BEEN RECEIVED? ☒ yes ☐ no

*If YES it should be attached hereto.

8. IF IT IS A PERSON(S) MAKING THE REQUEST, WHY IS IT FELT THAT SUBSIDIZATION IS JUSTIFIED?

9. IF IT IS AN ORGANIZATION MAKING THE REQUEST, ANSWER THE FOLLOWING:

- IS THE ORGANIZATION PROFIT ORIENTED? yes ☐ no ☒
- IS THE ORGANIZATION NON-PROFIT? ☒ yes ☐ no
- IS THE ORGANIZATION CHARITABLE? yes ☐ no ☒

*IF YES WHAT IS CHARITABLE NUMBER - _____

10. IF IT IS AN ORGANIZATION MAKING THE REQUEST, WHAT ARE THE GENERAL OBJECTS AND/OR PURPOSE OF THE ORGANIZATION:

To promote the interests of professional football
in Canada.

11. LIST THE EXECUTIVE OFFICERS OF THE ORGANIZATION:

<u>Name</u>	<u>Address</u>	<u>Telephone</u>
Roy McMurtry, Chairman	1200 Bay Street 12th Floor Toronto, Ont. M5R 2A5	928-1200

12. WHAT IS THE NATURE OF THE EVENT TO BE HELD?

1990 Draft

13. HOW MANY PEOPLE WILL ATTEND THE EVENT?

600 - 1000

HOW MANY PEOPLE ARE EXPECTED TO COME FROM OUTSIDE GREATER
HAMILTON? 70%

14. WHAT IS THE EXPECTED BENEFIT FROM THE EVENT?

- National recognition of Hamilton's close support
of and identification with the Canadian Football
League; and - To ensure that Hamilton remains the
permanent home for the CFL Draft.

15. IS THIS EVENT, OR COULD THIS EVENT, BE AN ANNUAL EVENT IN THE HECFI
FACILITY(IES)?

☒ Yes

No

IF YES, WILL SUBSIDIZATION BE REQUESTED IN FUTURE YEARS?

☒ Yes

No

16. IF THE APPLICATION FOR SUBSIDIZATION IS REJECTED, WOULD THIS EVENT BE
HELD IN ANOTHER CITY?

☒ Yes

No

If YES, give explanation:

Without subsidization from Hamilton, other cities
will provide for CFL Draft requirements.

17. WHAT IS THE ESTIMATED ACCOMMODATIONS, SPENDING AND INCREMENTAL REVENUE BENEFITS TO THE CITY OF HAMILTON? (Based on current IACVB figures)

500 people x 2 days x \$ 138.67 = \$ 138,670

18. WHAT BENEFITS (financial, exposure, etc.) WILL BE GENERATED TO THE CITY OF HAMILTON AND THE HECFI FACILITIES BY THIS EVENT?

In addition to item 14, national television interest and exposure emphasizing Hamilton's role.

19. WHAT DEAL WOULD THE FACILITY(IES) NORMALLY BE PREPARED TO NEGOTIATE FOR THIS EVENT?

Minimum rent would be charged as well as all out-of-pocket expenses.

20. DOES THE SUBSIDIZATION REQUEST INCLUDE A PARKING FEE REDUCTION FOR VISITORS/DELEGATES? Yes No

If "YES", what is the dollar amount? - \$ _____

21. WHAT IS THE TOTAL AMOUNT OF SUBSIDY REQUEST IN DOLLARS?
\$ 5,200. Rental, Great Hall & Piano Nobile - \$3565
IATSE charges & operating supplies 1635
5200

22. IF THE FULL SUBSIDIZATION REQUESTED WAS APPROVED, WHAT IS THE DIFFERENCE IN DOLLARS TO THE FACILITY(IES) IN LOST REVENUE? -
\$ Nil

23. WHAT IS THE MAXIMUM SUBSIDIZATION HECFI MANAGEMENT WOULD RECOMMEND, IF ANY?

\$5,200

24. HAS A REQUEST(S) BEEN MADE TO THE REGIONAL MUNICIPALITY OF HAMILTON-WENTWORTH OR TO THE CORPORATION OF THE CITY OF HAMILTON FOR SUBSIDIZATION?

Yes

No

A civic reception will be sponsored by thePage 5 of 6
Corporation of the City of Hamilton.

25. DOES THIS REQUEST MEET THE GUIDELINES OF THE HECFI SPECIAL EVENTS SUBSIDY FUND? IF NOT, PLEASE EXPLAIN.

The subsidy request for rent meets the guidelines but the request for IATSE charges and supplies does not.

26. HECFI MANAGEMENT APPROVALS:

Comptroller
Facility Director - R. H. Fajardo Date: Dec 18/89

Facility Director - _____ Date: _____

Director of Finance
& Administration - John C. Lauer Date: Dec 22/89

Managing Director/
CEO John M. Maresca Date: Dec 18/89

* Check box if support documentation attached -

Revised October, 1989 and
Replaces August, 1989

CANADIAN FOOTBALL HALL OF FAME & MUSEUM

58 JACKSON STREET WEST, HAMILTON,

ONTARIO L8P 1L4 PHONE (416) 528-7566



November 28, 1989

Mr. Gabe Macaluso
HECFI
101 York Boulevard
Hamilton, Ontario
L8R 3K1

Dear Gabe:

The City of Hamilton and the Canadian Football Hall of Fame and Museum Management Committee will be hosting the Annual C.F.L. Draft on Saturday, February 24, 1990.

In addition to the draft, the C.F.L. will also be holding a Management Council Meeting and Board of Governors Meeting in the City.

We are excited with being involved in this event as national attention will be focused on the City of Hamilton once again.

The reason for this letter is that the Management Committee, C.F.H.F. & M. is requesting from you a subsidy grant to waive the rental charges for use of Hamilton Place to hold the draft on Saturday, February 24, 1990. We would require both the Great Hall and the Piano Noble Room after the draft for a reception. At this point in time, I do not have exact times, but I will forward them to you immediately upon confirmation.

I trust this is satisfactory and I thank you for your attention to this matter.

Yours truly,

Ed Chalupka
Managing Director

EC/sfc

Mr Chalupka has since clarified that they require the facilities on February 23 & 24, 1990 and that the request for subsidy covers all expenses and not simply rent.

R. St. Denis





HAMILTON
PLACE
THEATRE

Box 2080, Station A
Hamilton, Ontario
Canada L8N 3Y7
Tel. 416/525-3100

FROM: Rick DiFilippo
Comptroller

DATE: December 20, 1989

FOR: ACTION _____ INFORMATION XX

TO: Hamilton Place Committee

SUBJECT: United States Air Force Band Concert, October 7 & 8, 1989

I recently became aware of a misunderstanding regarding charges for the above-noted event. Mr. Stan Hollowell sent Hamilton Place a copy of a letter that he had received from Joseph Smith of the Hamilton Spectator in which Mr. Smith stated that the paper should not have been invoiced anything for this event.

I investigated the matter and agreed to cancel a \$136.50 catering invoice and reissue it to the City of Burlington. I informed Mr. Hollowell that the HECFI Board of Directors had approved that the \$4400 rental charge only would be charged to the Special Events Subsidy Fund and that I had no authority to increase the charge to this fund to cover the IATSE charges. I pointed out that the Hamilton Spectator had signed a contract which clearly stated that IATSE charges were their responsibility. A copy of my letter to Mr. Hollowell and supporting documents are attached.

Mr. Hollowell stated that negotiations for this event had begun in 1986 and, at that time, he had been quoted a 1989 rental rate of \$1500 per performance. I informed him that this must have been a misunderstanding since the rental rate in 1986 was \$1590 per performance. Mr. Hollowell requested that I reduce the rent to \$3000 (2 performances at \$1500 each) and use the \$1400 thus saved as an offset to the IATSE charges. I explained to him that I could not do so since the approved charge to the Special Events Subsidy Fund was for rent only.

Mr. Hollowell also complained that the actual IATSE charges exceeded the estimate made in 1986. I explained to him that it was difficult to project IATSE charges without detailed technical information, especially three years in advance, and that since no firm dates were given in 1986, it could not have been anticipated that one performance would be on a Sunday at double time.

NOTE: Update: letter from Stan Hollowell, dated January 10, 1990, is attached.

JAN 15 1990



K.E. AVERY
CITY CLERK

J.J. SCHATZ
DEPUTY CITY CLERK

CITY HALL
HAMILTON, ONTARIO
L8N 3T4

TEL: 546-2700
FAX: 546-2095

THE CORPORATION OF THE CITY OF HAMILTON
OFFICE OF THE CITY CLERK

1990 January 10

Mr. T. Burrows, General Manager
Hamilton Place

Dear Sir:

On October 7 & 8, 1989, Hamilton Place was the site for two performances in the Great Hall by the United States Air Force Band. These concerts were co-sponsored by H.E.C.F.I., the Hamilton Spectator and the City of Burlington. There was no financial commitment from the City of Hamilton. As you can ascertain from my attached notes, planning for these concerts began in October of 1986 at which time I had discussions with Mr. Bob Ellison respecting the 1989 costs to stage these concerts.

My notes indicate that the cost in 1989 was estimated at \$1,500.00 for the Great Hall, \$1,500.00 for the stage crew and \$500.00 for the use of the box office per concert. The box office was not used so therefore, I based my planning on \$3,000.00 per show for the use of Hamilton Place. When I began my negotiations with the Hamilton Spectator, I made them aware of these costs and they agreed to become a sponsor for all advertising and any miscellaneous expenses.

I wrote to Alderman Gallagher, Chairman of H.E.C.F.I. on 1989 June 1, requesting that H.E.C.F.I. finance the rental cost of Hamilton Place in the amount of \$3,000.00. When I was informed that H.E.C.F.I. had approved a grant of \$4,400.00, I naturally assumed that they were contributing \$1,400.00 towards the cost of the stage crew. Using these figures as my base, I estimated the Hamilton Spectator's share of the stage crew costs at \$2,000.00 which they agreed to pay.

The Hamilton Spectator by invoice dated 1989 October 18 was billed for \$4,169.82, broken down as follows:

Stage Crew	\$ 4,001.82
Electronic Sign	\$ 120.00
Refreshments	\$ 48.00

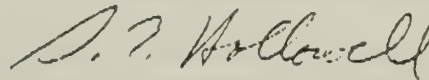
Upon receiving the invoice, Mr. Joe Smith, Public Relations and Promotion Manager for the Hamilton Spectator wrote me a letter dated 1989 October 15, a copy of which is attached, expressing concern about the invoice. I subsequently met with Mr. Ellison on two occasions in an attempt to have the invoice amended to reflect the costs that everyone understood would be owing when the concerts were completed. The \$48.00 refreshment charge has been rebilled to the City of Burlington and the electronic sign charge of \$120.00 has been cancelled as per our original understanding that there would be no charge for the sign.

By letter dated 1989 December 14, a copy of which is attached, Mr. Rick DiFilippo, H.E.C.F.I.'s Comptroller stated that H.E.C.F.I.'s subsidy fund cannot be used to subsidize any stage crew costs and therefore, the invoice to the Spectator could not be lowered. For your information, I spoke with Mr. Smith at the Spectator before receiving Mr. DiFilippo's letter and he had agreed to increase the Spectator's share to \$2,600. on the understanding that the remaining \$1,400. would be taken care of by H.E.C.F.I. as part of the \$4,400. grant.

This whole situation has become very difficult because future sponsorship of similar events by the Spectator is in jeopardy if they are forced to pay the entire invoice. I do not feel that the Hamilton Spectator is in any way responsible for this dilemma, but that it has really been caused by misunderstandings and a lack of communication on my part as Concert Co-ordinator in my discussions over the past three years with Hamilton Place and H.E.C.F.I. staff. As you can appreciate, concert promotion is not my usual occupation and I must confess to not having the level of expertise in this area that would have kept me out of this type of difficulty.

I would appreciate you reviewing this matter to determine if any way can be found to reduce the Spectator's invoice by \$1,400.00 leaving them with an approximate amount owing of \$2,600.00. I have assurances from Mr. Smith that this settlement would be satisfactory and will enable the good relationship that has existed between the City of Hamilton, H.E.C.F.I. and the Spectator, to continue.

Yours truly,



Stanley G. Hollowell
Concert Co-ordinator

SGH/mc
Attachments

- cc: - Alderman J. Gallagher, Chairman, H.E.C.F.I.
- Alderman W. McCulloch, Chairman, Hamilton Place Committee
- Mr. G. Macaluso, Chief Executive Officer, H.E.C.F.I.
- Mr. R. DiFilippo, Comptroller, H.E.C.F.I.
- Mr. J. Smith, Public Relations and Promotion Manager, Hamilton Spectator

Subject: 1989 United States Air Force Band Concerts
MSgt. Mark Schoon - 1-202-767-4582
United States Air Force Band
Bolling Air Force Base
Washington, D.C. 20332

I received a letter from Sgt. Toplis on October 22, 1986 indicating the band will return to Hamilton in the fall of 1989. I wrote to him on October 24, 1986 suggesting three concerts in Hamilton Place (capacity 2167) one of which would be reserved for a Burlington audience. I suggested either a Saturday or Monday evening Burlington concert in Hamilton Place and Sunday Matinee and Sunday evening concerts for Hamilton. The Spectator has agreed to co-sponsor the concerts in 1989. I spoke with Don Allan on October 29, 1986 and asked him to consider the Burlington concert in Hamilton Place taking into consideration the possibility that Burlington's Performing Arts Centre might be a reality by 1989. He agreed to keep in touch so time doesn't slip away on us. Bob Ellison of Hamilton Place advised that the cost per show for Hamilton Place will be \$1500.00 for the hall and \$1500.00 for the stage crew plus \$500.00 per show for the Box Office if the tickets are to be distributed through the Hamilton Place Box Office. Three concerts using these costs would total \$10,500.00 in 1989.

I spoke to Sgt. Toplis on December 12, 1986 respecting confirmation of a date and he indicated he could provide a firm concert date in about three months time.

I called to talk to Sgt. Toplis on July 9, 1987, but he was not in. I asked that he get back to me with a firm date for 1989 so Hamilton Place can be booked. Sgt. Trone of the band called on July 28, 1988 and offered the dates of October 6-7, 1989 but asked me to keep the period October 5-8, 1989 available to give the band more flexibility with their schedule at this point.

I called Joe Smith at the Spectator respecting sponsorship of the concerts and he will advise if he can sponsor after his 1989 budget is approved.

Clint Hunt called on November 7, 1988 asking that he and I work together on two concerts to be held October 7 and 8, 1989 at Hamilton Place. We agreed that I would try and reserve Hamilton Place for the two dates and get the Spectator to pick up the cost of \$7,000.00 for the two concerts. The Saturday would be for Hamilton and the Sunday for Burlington with the possibility of a co-sponsored civic dinner for the band on one of the days. Cliff's number in Toronto is 598-2798.

I spoke to Joe Smith on November 9th. and discussed concert financing with him. He advised that the Spectator would probably pay all out of pocket expenses for two Hamilton Place concerts such as staff time but not the rental cost. He thought the City who has a stake in this should waive the rental fees. I agreed to discuss this matter with Bob Ellison of Hamilton Place and get back to him. I also advised that Stirling Print-All had agreed to sponsor all tickets and programs.

I called Bob Ellison of Hamilton Place and discussed waiving of the rental fee for two concerts and the problem of reserved seat tickets because of the need to over distribute tickets by one-third as advised by the band. I also asked him to hold the October 7-8, 1989 dates for us which he agreed to do if those dates where not already booked. He promised to get back to me soon with answers for all of the above.

Cliff Hunt came in to see me and asked that he and I work on the two concerts together and that I push hard for Hamilton Place to be the site. I agreed to keep him informed of my progress. He said he had extended on behalf of Hamilton and Burlington a formal invitation to the band to come here. A copy of his letter is being sent to me.

I also need to at the appropriate time, write to the Finance Committee for joint sponsorship with Burlington of a civic dinner for the band.

Keep Laurey Branch of the City of Burlington advised of concert progress. He can be reached at 335-7858 or 7859.

Sgt. Trone called on January 23rd. to determine our progress on sponsorship and the status of the letter of invitation. I advised him that The Spectator has not committed yet due to the fact their budget is not yet approved. I indicated the letter of invitation would be mailed this week.

I talked to Bob Ellison on April 24th. about waiving the rental fee for the Great Hall and he promised to get back to me in a couple of days with an answer. I talked to Sgt. Trone also on April 24th. and he advised that the fall tour has been finalized with the band in Hamilton on October 7-8, 1989. I called Joe Smith but he is away until Wednesday, so I left a message for him to call me when he returns. I talked to Laura McFadden of Mohawk College at 575-2221 and she has put a temporary hold on the theatre for October 7-8/89. In the event, Hamilton Place doesn't work out, at least we have a concert site.

Bob Ellison called on April 25th. and advised that Tom Burrows will not set a precedent by waiving the rental fees for Hamilton Place. It has never been done and he won't start this practice.

The band called on May 3rd. offering to pay for the Hamilton Place rental themselves rather than go to Mohawk College. I talked to Tom Burrows at Hamilton Place and have October 7-8 on hold again provided the Spectator is still sponsoring the balance. I finally reached Joe Smith at the Spectator and he said the Spectator is committed to Hamilton Place costs with the exception of any rental costs. I called Sgt. Trone in Washington and told him both concerts are a go. He will call me in June when he returns from overseas.

I called Tom Burrows on May 30th. and he confirmed October 7-8 is reserved for the U.S. Air Force Band concerts. I called Laura McFadden at Mohawk College and cancelled the hold on the theatre. I also called Cliff Hunt in Toronto and brought him up to date on concert arrangements.

I talked to Joe Smith on June 1st. and a brought him up to date on concert arrangements and he reconfirmed the Spectator's committment to the two concerts.

I wrote to Alderman Gallagher on June 1st. and requested that the Hamilton Place rental costs of \$3,000 for the two concerts be financed from the HECFI Special Events subsidies fund. I spoke to John Leuser at HECFI on July 5th. and provided him with additional information for the HECFI committee meeting.

Greg Trone from the band called on July 6th. to say that he would be visiting Hamilton on his advance trip during the period I will be on vacation. He agreed to meet with Tom Burroughs, Joe Smith and Cliff Hunt and work out the concert details in my absence. I was advised on my return that Greg Trone had a heart by-pass operation and was replaced by Mark Schoon on the advance trip. He left a full information kit and cassette tapes for me.

Marsha Taylor from Tom Burroughs office called on August 2nd. and asked for more information about the two concerts for Mr. Burroughs who was going to call her from Nevada and is preparing a recommendation for the HECFI meeting next week.

I received a call from Alderman Gallagher advising that HECFI had approved the payment of the Hamilton Place rental fees for the two concerts from the HECFI subsidy fund. I advised all concerned that everything is in place now and can be finalized.

I received the programs from the band on September 5th. and immediately called John Venuk at Stirling Print-All to arrange for printing of programs and tickets.

Cliff Hunt called to say that the City of Burlington has agreed to pay for the entire cost of the joint civic reception at Hamilton Place following the Sunday night concert. I called Bob Ellison at Hamilton Place and he suggested that Hillcrest Catering take care of the reception since they are familiar with the facility and do a nice job.

I talked to Laurie Branch in Burlington on September 7th. and finalized the advertising, programs, tickets, ticket distribution civic reception details.

I received a call from Mark Schoon respecting a problem with the Hamilton Place stage crew and the union over the number of stage hands. The minimum number we must have is six from Hamilton Place, but the union is pushing for eleven. I am meeting with Don Stewart, the union steward on Monday to resolve this issue. When it is resolved, I am to call the bands stage manager, Rodney Farrell at 202-767-0426.

I am meeting with Joe Smith respecting the advertising on September 11th. with the ad to appear on September 16th. with ticket distribution to commence September 18th. Tom Burroughs is going to advise with respect to the number of tickets that should be distributed per show.

I met with Don Stewart on September 11th. respecting the union staffing position and agreed on a compromise of eight stage crew to work the concerts. If he can reduce that number he will. He requested a letter from me outlining the public relations, voluntary and sponsor aspects of the concerts and why I am trying to keep costs to a minimum. I provided this letter to him the following day.

I also met with Joe Smith on September 11th. and worked out the advertising details, etc. We agreed to distribute a total of 2500 tickets per concert as the seating capacity of Hamilton Place is 2181. We didn't feel comfortable distributing the extra one-third recommended by the band which has worked at Mohawk College well because people do not get an opportunity to go to Hamilton Place for free very often so we agreed on an over distribution of only 319. Bob Ellison of Hamilton Place agreed with this approach. Bob is also arranging for refreshments for the band during the intermission of each concert. I am trying to get Burlington to pay for this.

It appears that HECFI is paying all staff costs for Hamilton Place which will reduce the Spectator sponsor amount which is good. Hamilton Place is also arranging for printing of the programs so Stirling will not have to donate these.

Stirling delivered the tickets for both concerts on September 15th. The I'm Sorry cards will probably be ready next Wednesday. I am keeping 100 Burlington tickets and giving them 100 Hamilton tickets. Each of us is getting 20 invitations for the reception for distribution.

I talked to Laurey Branch on September 15th. and he agreed to fund the bands intermission refreshments. He will pick up his tickets and invitations on Monday.

Upon my return from holidays on September 25th. I was advised that all 5000 tickets for both concerts were distributed and there were a couple of hundred requests that could not be filled. The I'm Sorry cards were mailed on September 27th. I also proofed the program at Hamilton Place and authorized its printing which will start as soon as I provide the photographs of the band and conductors.

On September 28th. I delivered the Spectator's tickets and reception invitations to Joe Smith's office and picked up the photographs which I delivered to Hamilton Place. We agreed to use only two photographs in the program - one of the band and one of the chorus. I also met with Jim Elder, Front House Manager and provided him the information he needs to advise the ushers and usherettes of their duties with respect to ticket collection and V.I.P. seating. He asked for a sample of each ticket and seating pass which was provided. We are reserving rows A and B in the orchestra level for V.I.P. seating. This is approximately 80 seats opposite the doors to the reception rooms.

On October 3rd. I proofed the program at Hamilton Place and made the necessary corrections. I also firmed up all other requirements of Hamilton Place, such as the V.I.P. seating, the bands intermission refreshments, the time the doors would open to the public on concert nights, staffing, etc.

I arrived at Hamilton Place each concert night by 6:30 p.m. and checked on all arrangements. Everything was in order. I met with the Air Force person responsible for arranging the presentations and gave him the list of people to be introduced on stage and to receive the presentations. I had arranged for Alderman Hinkley who was representing the City of Hamilton to have a gift from the city for Lieutenant-Colonel Bankhead. A pair of city bookends was presented to the conductor. Seating of the public went well with no need to direct them to specific areas. There were about 140 empty seats overall out of 2500 tickets distributed for Saturday.

On Sunday, no political representative from Burlington showed up. Only one row of the V.I.P. seating area was required for both nights which represented about 40 seats. I have my doubts that all 2500 tickets for the Sunday concert were distributed by Burlington because there were over 700 empty seats on Sunday. I know, for example, that Laurie Branch sent four tickets to every Council Member and Department Head in Burlington without any guarantee they would be used. If this was done on a large scale, it is easy to see why there were so many empty seats. It is my opinion that Hamilton should go it alone next time for these concerts since we are drawing on the total audience anyway. With the exception of the empty seats on Sunday, everything went well. The reception was well attended and the band seemed to really enjoy themselves. I was presented with a framed picture of the band in front of the Jefferson Memorial in Washington, a Cross pen with the Air Force Band logo on it and a crystal coffee mug bearing the Air Force Band coat of arms. The band expressed a desire to return to Hamilton in the future so another invitation will be extended.

The usual thank you letters were sent to Joe Smith at the Spectator, Bob Stirling at Stirling Print and Creative Services, Hamilton Place, HECFI and the appropriate military personnel in Washington responsible for allocating the bands financial resources.



HAMILTON
PLACE
THEATRE

Box 2080, Station A
Hamilton, Ontario
Canada L8N 3Y7
Tel. 416/525-3100

M E M O R A N D U M

December 14, 1989

TO: Stan Hollowell
Manager, Records Division

FROM: Rick DiFilippo
Comptroller, HECFI

SUBJECT: UNITED STATES AIR FORCE BAND CONCERT, October 7-8, 1989

This memo will serve to confirm our conversation of December 12th.

There is really very little I can do regarding adjusting the settlement for the above-noted presentation. We will cancel the catering invoice and re-issue it to the City of Burlington and I can waive the \$120.00 computer sign charge.

As stated to you, the contract was issued to The Spectator (and signed by them) and was drawn up in accordance with the terms outlined in your letter of June 1, 1989. The only difference between your letter and the contract is the fact that 1989 rental rates were used in the contract. This is of little significance since the rental charges were subsidized by the Special Events Subsidy Fund. Had a lower rate been charged, the subsidy would have been reduced accordingly. As discussed, the guidelines governing the Special Events Subsidy Fund specifically exclude I.A.T.S.E. charges from subsidization. I enclose copies of the guidelines and other documents mentioned in this paragraph.

The resolution of the Board of Directors states "that subsidy.... be approved for minimum rent only in the amount of \$4,400". This resolution prevents me from reducing the rent to \$3,000 and taking the \$1,400 thereby saved and applying it to the I.A.T.S.E. charges.

I enclose a copy of this Board resolution. Should you have any questions please call me.

R. DiFilippo

c.c. Alderman John Gallagher, Chairman of the Board
Mr. Gabe Macaluso, Managing Director/CEO



Hamilton
Entertainment
and Convention
Facilities Inc.

101 York Boulevard
Hamilton, Ontario
Canada L8R 3L4
Tel. 416/527-7900

REPORT TO THE HECFI BOARD OF DIRECTORS
OF THE HECFI EXECUTIVE COMMITTEE
MEETING OF AUGUST 9, 1989

The HECFI Executive Committee presents its EIGHTH Report and respectfully recommends:

1. Job Description for Director of Marketing/Promotion

That the job description as prepared for the Director of Marketing/Promotion be referred to the Managing Director/CEO for his comments, together with the job description for the Director of the Hamilton Convention Centre, with said comments to be presented at the next HECFI Executive Committee meeting.

Note: The job description for the Director of Marketing/Promotion is attached as Schedule "A".

2. Marketing Services Report

That marketing personnel be requested to attend the next Hamilton Place Committee meeting to discuss the Marketing Report and related matters.

Note: Hamilton Place Committee will also ascertain if the 1/2 price last minute Seat Sell-Off campaign for the musicals should be repeated or modified.

Note: The Marketing Services Report is attached as Schedule "B".

3. HECFI Special Events Subsidy Fund
Guidelines and Procedures

That management recommend only those applications for subsidization which meet the guidelines of the HECFI Special Events Subsidy Fund, but advise on the application form if the organization is requesting additional assistance beyond the guidelines.

Note: The HECFI Special Events Subsidy Fund Guidelines and Procedures is attached as Schedule "C".

4. HECFI Special Events Subsidy Fund Application -
United States Air Force Band - Hamilton Place

That subsidy for the United States Air Force Band, October 7 and 8, 1989 be approved for minimum rent only in the amount of \$4,400. for two performance days in Hamilton Place Theatre; and

That HECFI be acknowledged as a sponsor of the events in all advertising and promotion relative to the event.

Note: The application form is attached as Schedule "D".

Corporation of the City of Hamilton
Memorandum

TO: Alderman J. Gallagher
Chairman, H.E.C.F.I.

YOUR FILE:

FROM: S. G. Hollowell
Manager, Records Division

RE: United States Air Force Band Concerts
- Hamilton Place

DATE: 1989 June 01

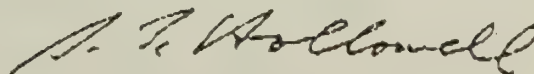
On October 7 and 8, 1989, the City of Hamilton is hosting the United States Air Force Band and Chorus in 2 concerts in the Great Hall of Hamilton Place. I am the producer of the 2 concerts, the plans for which have evolved over the past 2 1/2 years.

The Spectator is paying all staff costs relating to the use of Hamilton Place for the 2 concerts, and Stirling Print-All is sponsoring all tickets and programmes. It would be appreciated if the City of Hamilton, through H.E.C.F.I., would finance the rental costs of Hamilton Place in the amount of \$1,500 per concert for a total of \$3,000.

An invitation to the band to once again perform in Hamilton was extended by Mayor Morrow 3 years ago following the bands full capacity concerts at Mohawk College. Ticket requests for the band's last appearance in Hamilton exceeded availability by 5,000 tickets, hence the reason for the move to Hamilton Place.

Your co-operation and assistance in granting this request would be appreciated. If you require any additional information, please do not hesitate to contact me.

SGH:sm





HAMILTON
PLACE
THEATRE

Box 2080, Station A
Hamilton, Ontario
Canada L8N 3Y7
Tel. 416/525-3100

MEMORANDUM

TO: Tom Burrows

FROM: Marsha Taylor

DATE: August 2, 1989

RE: U.S. Air Force Band, Oct. 7 & 8

I spoke today to Stan Hollowell at City Hall regarding the performances in October of the U.S. Air Force Band.

He reiterated information contained in his memo to Alderman Gallagher of June 1, 1989, and stated:

- the Spectator is footing all production costs for the two concerts except theatre rental. They will also be providing advertising.
- tickets and programmes will be sponsored by Stirling Print-All.
- the City of Burlington will be paying for a civic reception to be held at Hamilton Place.
- the Band itself will pay the rental if no subsidy is forthcoming, as a last resort. Mr. Hollowell feels that this is undesirable since they are performing at the invitation of Mayor Morrow, and pointed out that they are bringing 120 - 150 people to patronize local hotels and restaurants.
- this is a very popular community event: last time they performed in Hamilton, 5000 requests for tickets had to be turned away.



HAMILTON
PLACE
THEATRE

Box 2080, Station A
Hamilton, Ontario
Canada L8N 3Y7
Tel. 416-525-3100

August 14, 1989

Joe Smith
The Spectator
44 Frid Street
Hamilton, Ontario L8N 3G3

Dear Mr. Smith,

Enclosed are two copies of the contract covering the rental of Hamilton Place on October 7 and 8 for performances of the U.S. Air Force Band.

If everything is in order, will you kindly sign each copy in two places, on Page 10 and on Schedule A, and return them to me. A fully executed copy of the contract will be returned to you for your files.

We would also appreciate having a certificate of insurance, as outlined on Page 6, Item 20A.

I look forward to assisting you in organizing these concerts, and the receptions to follow.

Very truly yours,

Marsha Taylor
Administrative Assistant

Encl.

SCHEDULE A

THE GREAT HALL

PERFORMANCE OF: U.S. AIR FORCE BAND

DATE: Saturday and Sunday, October 7 & 8, 1989

TIME: 8:00 p.m. - both days

TICKET PRICES: N/A - tickets to be purchased via coupon in the Spectator

RENTAL: \$4400 - to be reimbursed from the HECFI Special Events Subsidy Fund

STAGE LABOUR: As required, at prevailing rates.

ADVERTISING: N/A

BOX OFFICE SERVICE FEE: N/A

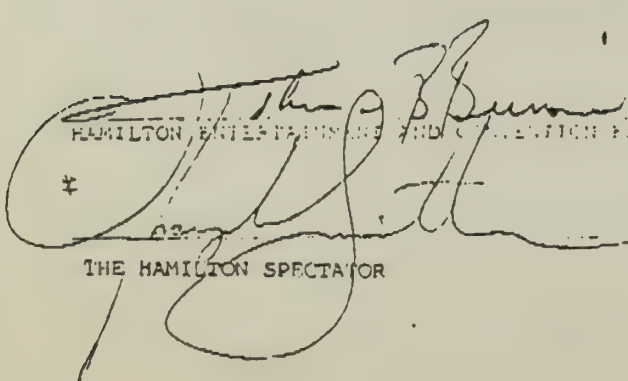
C.A.P.A.C. Responsibility of Licencee.

P.R.O. (CAN.) Responsibility of Licencee.

CREDIT CARD SERVICE FEE: N/A

INSURANCE: Responsibility of Licencee, see page 6 item 20a.

OTHER SERVICES: As required, at prevailing rates.


HAMILTON ENTERTAINMENT AND CONVENTION FACILITIES INC.

THE HAMILTON SPECTATOR



HAMILTON PLACE

PO Box 2050 Station A
Hamilton, Ontario L8N 3V7
Telephone: (416) 25-3100

SETTLEMENT SHEET

ATTRACTION: U.S. Air Force Band

DATES: October 7-8, 1989

PROMOTER/AGENCY: The Hamilton Spectator

TERMS

Gross Receipts as per Box Office Statement \$ NIL

House Share \$

Company Share \$ NIL

Less: Talent

Theatre Rental as per contract \$ 4,400.00

Stage Labour as per Time Sheet \$ 4,001.82

Advertising as per Tear Sheet \$ 120.00

Box Office Fee including Tickets \$

Piano Rental \$

Piano Tuning \$

Musicians \$

C.A.P.A.C. License Fee \$

P.R.O. License Fee \$

Credit Card Service Fee \$

Company Managers Advance \$

Carbons \$ 48.00

Cinemoids \$

Catering \$

Security \$

Crew Food \$

Musical Instrument Rental \$

Federal Withholding Tax 15% \$

Miscellaneous Other:

A. \$

B. \$

C. \$

D. \$

E. \$

F. \$

Total Company Bills \$ 8,569.82

Less Advance Rental or % of
Cost Sharing Recovery from
Special Events Subsidy Fund \$ 4,400.00

Net Company Bills \$ 4,169.82 4,169.82

Due to Hamilton Place \$ 4,169.82

R. DiFilippo



The Hamilton Spectator

A Southam Newspaper

Hamilton, Ontario L8N 3G3
Telephone (416) 526-3333

November 15, 1989

Mr. Stan Hollowell
Corporation of the City of Hamilton
Treasury Department, City Hall
Hamilton, Ontario
L8N 3T4

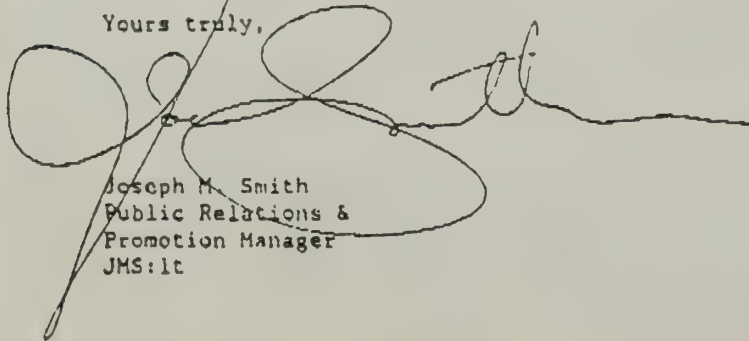
Dear Stan:

As per our telephone conversation, the attached are the invoices that I have received with regard to the free U.S. Air Force Band Concert.

At the time of our agreement, it was understood that the city would underwrite the costs of utilizing Hamilton Place as the venue, the City of Burlington would absorb the cost of a reception and The Spectator would provide the necessary advertising and promotional support. To date, The Spectator has been invoiced \$4,306.32. If we had known that this was going to be the case, quite frankly, we would not have agreed to be a co-sponsor or would at least have suggested that the concerts be moved to Mohawk College.

In light of the above, I can only assume that there has been some sort of clerical error or a communications breakdown with Hamilton Place. Could you please look into this matter and advise me of the outcome.

Yours truly,



Joseph M. Smith
Public Relations &
Promotion Manager
JMS:lt



HAMILTON
CONVENTION
CENTRE

115 King Street West
Hamilton, Ontario
Canada L8P 4T9
Tel. 416/523-5883

FROM: Stephen H. Dockman, Operations Manager
Hamilton Convention Centre

DATE: January 26, 1990

FOR ACTION X

FOR INFORMATION _____

TO: **HECFI BOARD** _____ AND/OR **HECFI EXECUTIVE** _____

COMMITTEE(S) X

SUBJECT: **Woman's World - October 27-29, 1989 - Rental Reduction**

RECOMMENDATION: That the request of Woman's World for a reduction in rental be denied and that payment in the amount of \$13,981.49 be requested from Woman's World in accordance with the rental agreement signed by both parties.

BACKGROUND:

The organizers of the Woman's World which is held annually at the Convention Centre encountered problems with the heat, particularly on the Saturday afternoon. We contacted C.U.P. at the time and were advised that there was a mechanical failure in the cooling equipment which would be repaired on Sunday.

Mrs. Shirley Molot, the convenor, was subsequently advised. The equipment was repaired by noon on Sunday.

Subsequent to the event, we received a letter (copy attached) from Woman's World, outlining the problem they encountered with the heat and requesting compensation for the physical discomfort suffered by all concerned.

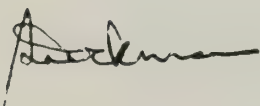
The reports from Mr. Desnoyers, Chief Engineer, C.U.P., and Mr. Brad Calder, Manager of Plant and Building Operations, along with Mr. Crane's recommendation, address Mrs. Molot's concerns.

The total rental for the space required by Woman's World was \$11,925.00 as indicated in the attached Agreement signed by both parties. Additional space was required for move-in on the Thursday, increasing the rental to \$12,670.00. A subsequent amount of \$415.00 for the Albion Room on the Saturday was waived by the Convention Centre. The net rental as invoiced to Woman's World, was \$12,255.00.

cont.....

The amount owing to the Convention Centre is \$13,981.49 as indicated on Invoice No.11838 (copy attached).

After reviewing all the reports and information, it is management's recommendation that the request of Woman's World for a reduction in rental be denied and full payment requested.



Stephen H. Dockman
Operations Manager
Hamilton Convention Centre

SHD:bg
Attch.

Woman's World

1989

November 27, 1989

Mr. Steve Dockman
Operations Manager
Hamilton Convention Centre
115 King Street West
Hamilton, Ontario
L8P 4T9

Dear Steve:

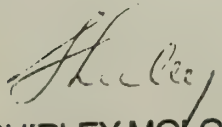
I am writing to you following our discussion regarding the Woman's World weekend, October 27th to 29th, 1989, at the Hamilton Convention Centre and specifically the avoidable problem of unbearable heat.

This heat problem forced people to leave the lecture rooms and the exhibit floor (one woman fainted). The Woman's World staff had to contend with constant complaints and criticism all weekend, an unnecessary burden amidst a myriad of details that required attention. I would like to suggest that the bill to Woman's World be adjusted to compensate for the physical discomfort suffered by all.

Since the Hamilton Convention Centre rental charges are for comfortable and reasonably controlled temperatures, I believe a meaningful reduction of charges is fair and appropriate.

I would hope that this request is agreeable to you, and look forward to an immediate response so that I may remit the correct amount to the City of Hamilton.

Yours sincerely,


SHIRLEY MOLOT
Director



**Copps
Coliseum**

Victor K. Copps
Trade Centre/Arena

101 York Boulevard
Hamilton, Ontario
Canada L8R 3L4
Tel. 416/527-7900

December 19, 1989.

JAN 10 1990

Mr. Gabe Macaluso,
Managing Director/CEO,
HECFI.

Dear Gabe:

Subject: Woman's World Convention - Convention Centre

Further to a letter dated 1989 November 27 from Ms. S. Molot, Director of Woman's World with respect to uncomfortable heating conditions experienced at the Convention Centre during the Woman's World Convention on October 27 to 29, 1989, I respond as follows.

I requested and received reports from Mr. Brad Calder, Plant and Building Operations Manager and Mr. Bob Desnoyers, Chief Operating Engineer, Central Utilities Plant (copies attached) with regards to the over-heating concerns. It has been acknowledged by Mr. Calder and Mr. Desnoyers that indeed there was mechanical failure to the chiller on Saturday, October 28, 1989 and that the temperature reached a high of 27 degrees Celsius in Albion Room C.

In analyzing the technical data and log sheets (material attached) from Thursday, October 26, 1989, the move-in day, through Sunday, October 29, 1989, I find these readings to be of acceptable levels of comfort, except for the afternoon period of Saturday, October 29 when the temperature reached a high of 27 degrees Celsius or 80.6 degrees Fahrenheit.

I do not believe that the Woman's World program was curtailed in any way and I therefore cannot recommend reimbursement. This problem was a mechanical failure and beyond the control of staff other than to have repairs carried out in the most efficient and effective way possible which I believe to be the case.

Respectfully submitted,

John T. Crane,
Director.

JTC:mgm

Attachments



**Copps
Coliseum**
Victor K. Copps
Trade Centre/Arena

101 York Boulevard
Hamilton, Ontario
Canada L8R 3L4
Tel. 416/527-7900

1989 December 14

M E M O R A N D U M

To: Mr. J. Crane, Director

From: Mr. B. Calder, Manager of Plant and Building Operations

Re: HAMILTON CONVENTION CENTRE - WOMAN'S WORLD CONVENTION
1989 OCTOBER 27 TO 29

In response to the letter dated 1989 November 27 from Ms. S. Molot, Director, Woman's World, I provide the following results of my investigation into claims made by the writer that "unbearable heat" was experienced at the Convention Centre during the Woman's World convention of 1989 October 27 to 29.

Please refer to attached memorandum dated 1989 December 13 from Mr. R. Desnoyers, Chief Engineer, C.U.P.

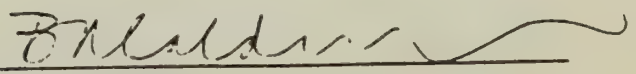
A maximum temperature of 27°C was experienced at approximately 4:20 pm in Albion C on Saturday, October 28. Admittedly, area temperatures were high, i.e., above 24°C in a number of locations on this same Saturday due to the fact that the air conditioning chiller was down on this particular day. However, every effort was made by the C.U.P. staff to correct the problem and for the most part of the weekend, environmental conditions were satisfactory.

I concur with the position taken by Mr. R. Desnoyers and reiterate the fact that it would be a costly precedent for H.E.C.F.I. to reimburse Woman's World for matters which were beyond our control.

I feel that the problem with the high temperatures was handled in a diligent and professional manner and that every effort was taken by the C.U.P. to correct same. In addition, it would be extremely difficult to compensate the client for alleged discomfort when in fact no quantifiable, i.e., monetary damages, were incurred.

I trust that this information is satisfactory.

Yours very truly,


Brad Calder

BC:jm

Attachments



**Copps
Coliseum**

Victor K. Copps
Trade Centre/Arena

101 York Boulevard
Hamilton, Ontario
Canada L8R 3L4
Tel. 416/527-7900

M E M O R A N D U M

To: Brad Calder
Manager of Plant and Building Operations
Copps Coliseum/C.U.P.

From: Robert Desnoyers
Chief Engineer
Central Utilities Plant

Date: December 13, 1989

Re: Woman's World Convention

After reviewing the data pertinent to the above noted event I have concluded:

- a) that correct and sound judgment was taken to ensure the expedient repair to the Centravac that failed.
- b) that the attached logs do not support Ms. Shirley Molot's statement that there was "unbearable heat".
- c) that the fainting spell of one patron allegedly attributed to the environmental conditions is unsubstantiated.
- d) that air conditioning equipment was in fact operational until it failed Saturday morning, not earlier in the week as was suggested to Ms. Molot.

It is my opinion, supported by the attached logs, that conditions throughout this entire event were within normal comfort ranges. Of the three days that the event was open to the public I was able to identify a period and specific locations where temperatures were in the upper limits of the comfort range. This would have been on Saturday (the only day without A/C) in the Albion rooms and the Concourse areas. (Attachment B, row 12-14 and attachment C, row 23).

The fact that the Concourse areas will continue to be used in a manner other than its design intent has prompted the C.U.P. to reduce internal heat gains and modify existing equipment. As you know we are in the midst of tendering a project which will retrofit the existing pot light system to a more efficient lighting system and subsequently, will reduce the internal heat gains. I am sure that this was a factor during this particular event.

Memorandum To:

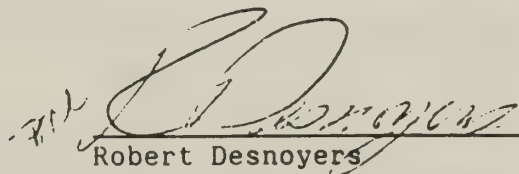
B. Calder - December 13, 1989

Page 2

It should be noted that throughout the weekend the major exhibit areas i.e., Chedoke Banquet Hall, and Wentworth Exhibition Hall, were maintained quite comfortably.

I believe it would be a costly precedent for H.E.C.F.I. to reimburse Woman's World for matters which were beyond our control. The C.U.P. will continue to employ every means available to ensure the efficient and timely operation of the H.V.A.C. equipment.

RD:jm


Robert Desnoyers

Attachments



HAMILTON
CONVENTION
CENTRE
October 30, 1989
No. 11838

115 King Street West
Hamilton, Ontario
Canada L8P 4T9
Tel. 416/523-5883

I N V O I C E

Woman's World '89
940 Main Street West
Hamilton, Ontario
L8S 1B1

ATTENTION: Ms. Shirley Molot

RE: Hamilton Convention Centre
Women's World '89
October 25 - 29, 1989

ROOM RENTAL

Wentworth ABC, Chedoke ABC	
Albion ABC	\$ 12255.00
	\$12255.00

CATERING

Friday, October 27, 1989

<u>Chedoke BC</u>	
Coffee (300 cups) at .75 ea.	\$ 225.00
8% PST	18.00
15% Gratuities	<u>33.75</u>
	\$ 276.75

FOOD

510 Luncheons at \$8.75/person	\$ 4462.50
8% PST	357.00
15% Gratuities	<u>669.38</u>
	\$ 5488.88

No. 11838

LABOUR

Security Guard 8 hrs. at \$9.50\hr.	\$ 76.00	\$ 76.00
Waitstaff 6hrs. at \$8.00\hr. (sales under \$100.00)	\$ 48.00	\$ 48.00

RENTAL

IATSE lighting	\$ 1630.85	\$ 1630.85
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AUDIO VISUAL

See attached invoice	\$ 172.80	\$ 172.80
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MISCELLANEOUS

Napkins	\$ 10.25	
Forks	5.50	
Small plates	<u>15.00</u>	
Sub Total	\$ 30.75	
8% PST	<u>2.46</u>	
		\$ 33.21

Invoice Total	\$19981.49
Less Deposit	<u>6000.00</u>

Balance Due	<u>\$13981.49</u>
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THIS AGREEMENT made and entered into this 31st
day of July 19 89, BETWEEN

THE HAMILTON CONVENTION CENTRE, representing
THE HAMILTON ENTERTAINMENT AND CONVENTION FACILITIES, INC.

A Corporation incorporated under the laws of the Province of
Ontario, having its Head Office in the City of Hamilton in the
Regional Municipality of Hamilton-Wentworth, Province of
Ontario

(hereinafter called "the HCC")

OF THE FIRST PART

- and -

WOMEN'S WORLD '89

(hereinafter called "the Client")

OF THE SECOND PART

WITNESSETH that in consideration of the mutual covenants and agreements hereinafter set forth, the HCC hereby grants to the Client the right to use such portion of the premises known as The Hamilton Convention Centre (hereinafter referred to as "the premises" or "the Convention Centre") located at 115 King Street West in the City of Hamilton in the Province of Ontario, as specified in Schedule "A" hereto annexed on the days and for the times and purposes set forth in Schedule "A", and the Client covenants and agrees to accept and use the premises in accordance with Schedule "A", and SUBJECT to the covenants and agreements hereinafter set forth.

1. The Client covenants and agrees to pay to the HCC for the use of the said premises:-

- (a) A fee of Eleven thousand nine hundred and twenty-five -- 00/100
dollars (\$ 11,925.00) payable as follows:

* 1st deposit of
\$3,000.00 due
within 10 days
of receipt.

2nd deposit of
\$3,000.00 due
on or before
September 1, 1989.

Estimated balance
due 48 hrs.
prior to
function.

A deposit of * Three thousand -- -- -- -- -- 00/100
dollars (\$ 3,000.00) which amount shall be non-refundable and not exceed twenty-five per cent (25%) of the above-mentioned fee, shall become due and payable upon the execution of this Agreement. A further twenty-five per cent (25%) which is non-refundable, becomes due and payable mid-point between execution of this Agreement and the day of the event, by certified cheque, cash or money order. The balance of the rental shall become due and payable, by certified cheque, cash or money order, forty-eight (48) hours prior to the commencement of the event. In no event will interest be paid on any advance deposits.

- (b) The cost of any services, accommodations, equipment or material requested by the Client, or required pursuant to this agreement, furnished or supplied by the HCC, which are in excess of those services, accommodations, equipment and material expressly agreed to be furnished or supplied in this Agreement without cost by the HCC. Such costs shall be paid within fifteen (15) days after the event.

- (c) Unless otherwise agreed to by the Director, Hamilton Convention Centre (hereinafter referred to as "the Director") any person employed by or admitted to the premises by the Client and who sells or permits to be sold food, beer nuts, beverages, ice cream, fudge, shoes, tee shirts or any other item shall remit to the HCC fifteen per cent (15%) of the gross sales. The HCC reserves the right to inspect the Client's or such vendors' records and recording of sales and the HCC and the Client or such vendors agree to the method of recording of receipts. Such amount will be due and payable immediately on conclusion of the event.

- (d) For the convenience of the Client's staff, the HCC will operate a concession stand at the Client's request during move-in and move-out days, provided the Client will guarantee minimum gross sales of twentyfive dollars (\$25.00) per hour exclusive of provincial sales tax for a minimum guaranteed four-hour period, and the Client shall forthwith pay to the HCC any difference arising if the aforesaid guarantees are not met.

(e) **Definition of Gross Sales**

For the purposes of sub-paragraphs (c) and (d) of Paragraph 1, "Gross Sales" is hereby defined as sales of the Client from all business conducted from the premises of the HCC whether such sales be evidenced by cheque, cash, credit, charge account or otherwise and shall include the amounts received from the sales of goods, wares and merchandise and for services performed and any fees, profits or charges payable to the Client by virtue of the operation of the exhibit facilities herein, without reserve or deduction for inability or failure to collect. Without limiting the generality of the foregoing, the term "Gross Sales" shall include all aggregate sales of goods and merchandise and not excluding such items as food, non-alcoholic drinks, confections, novelties and cigarettes; sales whether the orders therefor originate in, by reason of, at or from, the premises, whether delivery or performance is made from the premises or from some other place; sales made or performed pursuant to telephone or other similar orders received at the premises. There shall be excluded from "Gross Sales" any sales tax payable to the Province of Ontario.

2. LIABILITY AND INDEMNITY

- (a) The Client shall use and occupy the premises in a careful, safe, lawful and proper manner and shall so conduct its activities in or about the Convention Centre as not to endanger any property or any person thereon; and with the sole exception of claims arising entirely by reason of an Act of God, shall indemnify and save harmless the HCC against any and all claims of the HCC or of others arising in any way out of the performance of this Agreement or out of the Client's occupation of the Convention Centre, and without limiting the generality of the foregoing, such claims shall include:
- (i) all claims for personal injury, death or property damage;
 - (ii) all claims of the HCC;
 - (iii) all claims arising out of all activities conducted by the Client, its agents, employees, sub-contractors, independent contractors of the Licensee, invitees, licensees, patrons or guests;
 - (iv) all claims arising out of any damage done to the premises, furnishings, or any part thereof caused by the act or omission either of the Client or any agent or employee of the Client;
 - (v) all claims arising out of the breach of the Client of any term of this Agreement;
 - (vi) all costs, loss, damages, compensation, expenses and legal costs.
- (b) The HCC shall not be responsible in any way for any injury to or loss suffered by any person, including death, or for any loss of or damage to any property belonging to the Client or to agents, employees, sub-contractors, independent contractors of the Client, invitees, clients, patrons or guests of the Client while such persons or party are in or about the premises or the building during the performance of this Agreement, or for any loss of business of the Client or any other person, or for any loss or damage to the Client, as a result of the HCC booking an event of a similar nature. Without limiting the generality of the foregoing, any loss of or damage to any such persons or party caused by theft or breakage, or by steam, water, rain or snow which may leak into, issue or flow from any part of the building or any adjacent or neighbouring lands and premises or from the water, steam or drainage pipes

or plumbing works of the same or from any other place or quarter or any loss or damage caused by or attributable to the condition or arrangement of any electrical or other wiring, heating or air conditioning equipment, curtains, lighting, elevators or any other equipment whatsoever, notwithstanding that such injury, death, loss or damage be caused by another tenant, client or occupant of the premises. The Client covenants to indemnify and hold harmless the HCC against all loss, costs, claims or demands in respect of any claim, injuries, loss or damages herein referred to, but this clause shall not in any way limit the Client's covenant to indemnify and hold harmless as set forth in the preceding sub-paragraph.

- (c) In the event that the building or any part thereof shall be destroyed or damaged or rendered unfit for occupancy by fire, the elements, riot, civil commotion, or any other cause, or if any other public authority, casualty, strike, lockout, labour dispute, accident, failure of equipment or utility service, or unforeseen occurrence shall prevent, interrupt, or interfere with the fulfillment of this Agreement by the HCC, then the HCC may terminate this Agreement and the Client shall pay for the premises only up to the time of such termination, at the rate herein specified or prorated if a lump sum fee, and the Client hereby waives any claim for damages or compensation should this Agreement be so terminated, and the HCC may turn off the lights, elevators, heat and air conditioning and any other equipment and may clear the building.
- (d) The Client hereby waives any and all claims against the HCC for compensation for any and all loss or damage sustained by reason of any action or interference by any public authority, strike, lockout, labour dispute, accident, failure of equipment or utility service, agency, or official in the operation of the building, but such interference shall not relieve the Client from any obligation under this Agreement.
- (e) The Client hereby waives on behalf of the Client's insurance carriers all rights of subrogation that any such insurance carriers may have against the HCC by reason of any matters, cause or thing whatsoever.

3. INSURANCE

- (a) The Client shall provide and deliver to the HCC a certified copy of the policy of insurance as hereinafter required and such certified copy shall be delivered to the HCC at the time of delivery of the executed Agreement and not later.
- (b) The Client is obliged to obtain all insurance as herein stipulated and the HCC is under no obligation to obtain or provide insurance coverage.
- (c) The event will not be permitted to take place within the Convention Centre until the HCC is in receipt of proper and satisfactory evidence of the required insurance coverage.
- (d) The Client agrees to cause to be written and maintained a comprehensive general liability policy:
 - (i) naming The Hamilton Entertainment and Convention Facilities Inc. and the Corporation of the City of Hamilton as additional named insured parties, but only for liability arising out of the operation and activities of the named insured or others acting on their behalf and then only in connection with the use of the said premises;
 - (ii) including the following the following extensions of coverage:
 - premises and operations
 - broad form property damage
 - occurrence property damage
 - blanket contractual
 - personal injury
 - products and/or completed operations
 - owners/contractors protective
 - employees as additional insureds
 - cross liability, except for non-owned automobile
 - non-owned automobile, including s.e.f. 96

- contingent employer's liability
- broad form tenants legal liability
- extended bodily injury

and, where applicable,

- employer's liability
- advertising and broadcasting liability
- Liquor Act liability;

- (iii) providing not less than Two Million Dollars (\$2,000,000) inclusive and aggregate limits of liability, any one occurrence;
- (iv) providing that the policy shall not be cancelled without thirty (30) days advance written notice to the HCC.
- (e) The Client shall provide such additional limits and extensions of coverage as may be reasonably required by the HCC hereafter.
- (f) The Client shall not do or permit to be done anything in or upon any portion of the Convention Centre or bring or keep anything therein or thereupon which will in any way conflict with the conditions of any insurance policy upon the Convention Centre or any part thereof, or in any way increase any rate of insurance upon the Convention Centre or property therein, and if any insurance rate shall be increased as aforesaid, the Client shall forthwith on demand pay to the HCC as an additional cost, the amount by which the insurance premiums shall be so increased. Insurance policies may be examined at the Office of the Director of the Convention Centre. The HCC and the Client hereby waive notice of the provisions of any such policy of insurance.
- (g) The Client hereby waives on behalf of the Client's insurance carriers, all rights of subrogation that any such insurance carriers may have against the HCC, its officers, servants and agents by reason of any matters, cause, claim or thing whatsoever.

4. CLIENT'S PROPERTY

- (a) The Client shall restore the premises to the condition he found them and remove all property including all goods and chattels (animate and inanimate), materials, decorations, equipment and paraphernalia brought into the Convention Centre by the Client, its agents, employees, contractors, or exhibitors in connection with the performance of this Agreement on or before the termination of the contract at such time as determined by the Director. If the Client fails to comply within such determined time, then the HCC is hereby authorized to arrange restorations and removal and storage of such property at the Client's risk and expense and the Client agrees to pay on demand as additional cost all such expenses and charges including storage charges at the Convention Centre or elsewhere together with any loss sustained by the HCC by reason of the Client's failure to so quit and surrender the premises and make such removals and restorations and the Client agrees that any sums payable under this paragraph shall be determined solely by the Director.
- (b) Where the premises are required for others later in the day, the Client shall restore the premises and remove the equipment within one hour of the close of the programs in accordance with the provisions of subparagraph (a).
- (c) In the receipt, handling, care or custody of property of any kind shipped or otherwise delivered to the said building, either prior to, during or subsequent to the term of this Agreement, the Client acknowledges that the HCC is acting for the accommodation and sole benefit of the Client and the HCC shall not be liable for any loss, damage or injury to such property unless caused by the gross neglect or bad faith of the HCC.

5. A. - DEFAULT

In the event that the Client:

- (a) shall default in making any of the aforementioned payments;
- (b) manifests to the HCC, expressly or otherwise, an intention not to perform the obligations of the Client hereunder, as determined in the sole discretion of the Director;
- (c) manifests to the HCC, expressly or otherwise, an inability to perform the obligations of the Client hereunder, as determined in the sole discretion of the Director;
- (d) fails to observe any terms, warranties, conditions or covenants of the Agreement;
- (e) fails to hold any convention, trade show, or other engagement scheduled herein, or in Schedule "A" or otherwise agreed to;

then the HCC may at its option and without notice to the Client pursue any one or more of the following remedies:

- (i) refuse to deliver possession of the premises until all of the payments have been made and all failures rectified as described heretofore in which event the HCC shall retain any monies already paid, and the Client shall be liable to the HCC for any balance remaining unpaid as specified herein;
- (ii) grant the use of the premises as agent of the Client for all or part of the times provided in Schedule "A" in which event the HCC shall retain any payments theretofore made and the Client shall be liable to the HCC for any deficiency in rent received; OR
- (iii) immediately upon such default, terminate this Agreement by written or oral notice to the Client in which event the HCC shall retain any monies paid by the Client and the Client shall be liable for any damages to the HCC by reason of such default;
- (iv) turn off the lights, elevators, mechanical equipment, heat and air conditioning;
- (v) dismiss the persons occupying the premises and clear the building;
- (vi) remove the Client from the premises;
- (vii) and the Client shall be liable for any damages to the HCC by reason of such default.

B. - LIMITATIONS

It is understood and agreed that notwithstanding anything contained herein, should the HCC be in any default, non-performance or breach of any of the provisions of this Agreement, or of the permission hereby granted, the liability of the HCC shall be limited to the repayment of the amount of the fee paid by the Client for the particular day, time or occasion when the said default, non-performance or breach shall occur.

6. HEAT ETC.

- (a) The HCC shall supply heat, air conditioning, light and water as required, in the opinion of the Director, for the ordinary use and operation of the premises. The HCC shall not in any event be obliged to provide electric current in excess of the capacity of the wires and outlets on the premises.
- (b) If the premises are to be used for the purpose of a trade show, the HCC at the end of each day, during the term, will clean the aisles between the display booths, but the HCC shall not be responsible for cleaning those portions of the premises occupied by display booths.
- (c) Tables and chairs will be provided at the request of the Client, subject to a fee which shall be paid by the Client.

7. ENTRY

- (a) The Client or a duly authorized representative of the Client shall be in attendance at the premises when the doors are opened and throughout each engagement the HCC, its officers, agents and employees shall have the right to enter any part of the premises at any and all times.
- (b) The Client should ensure that its agents, employees, servants, exhibitors and patrons shall conduct themselves in an orderly manner in the best interests of the HCC and the public and shall take any necessary action as may be required in such respect.

8. CONCURRENT USES

The HCC reserves the right to rent or licence other parts of the said building at the same time as the use of the said premises by the Client. The use of the lobby, vestibules, hallways, lounges, elevators and other public rooms and facilities that may be available to the Client in the discretion of the HCC shall be concurrent with the use by such others as the HCC may determine; provided that such renting to others shall not unreasonably interfere with the use of the said premises by the Client.

9. PROVISION OF PERSONNEL

The Client further covenants and agrees to provide sufficient ushers, ticket takers, special policemen, door keepers or any other employees as may be necessary to govern properly the conduct of all persons in attendance at functions conducted by the Client and that such attendants shall be deemed to be the agents and employees of the Client. The sufficiency of such attendants shall be subject to the approval of the Director.

10. INSPECTION

The Client covenants to leave the premises in good repair, reasonable wear and tear only excepted, and that the premises may be inspected at any time by the HCC or its representatives, or by any representative of the Health, Fire or Building Departments, and any other law enforcement agency. The Client agrees that if notified by the HCC or its representatives that the condition of any part of the said premises occupied by the Client or the facilities thereof are unsatisfactory, will immediately remedy same at its sole cost and expense.

11. CONCESSIONS

- (a) The HCC shall have the exclusive right to serve and provide all food and beverage within the Convention Centre except as otherwise expressly permitted in writing by the Director.
- (b) Subject to paragraph 1(c), the Client or his exhibitors shall not distribute or sell any merchandise, food, beverage or service.

12. ADVERTISING - CLIENT

All advertising and promotion for engagements shall be by the Client at the Client's sole cost and expense. Prior to any distribution or release the Client shall file with the HCC copies of all material to be used to promote or advertise the engagement and the Client shall not distribute, release or use any material that the HCC in its sole discretion considers objectionable, incorrect, or not in the best interest of the Convention Centre.

The Client agrees not to advertise the event in any way which would violate any provisions of City of Hamilton By-law No.86-77 to Consolidate "Streets By-law No.9329" which relate to littering and illegal posting of flyers or other advertising material; also the Client agrees to inform their agents and/or promoters of the event of this stipulation.

13. RECEIVING

Except as otherwise expressly permitted in writing by the Director, the Client shall use HCC's exclusive warehouses to provide all receiving handling, and storage as may be required by the Client or exhibitor in connection with any

trade show or convention, and the Client shall pay all charges in respect of this service.

14. IN-HOUSE SERVICES

- (a) Except as otherwise expressly permitted in writing by the Director, the Client agrees to use at the Client's expense all in-house services such as, but not limited to, Security, Janitorial, Food and Beverage, etc. that are available through the HCC.
- (b) The Client shall at the Client's expense use members of the International Alliance of Theatrical Stage Employees and Moving Picture Machine Operators of the United States and Canada, Local No.129 to perform all work relating to theatrical types of events and presentations. This includes the set-up, maintenance or tear-down of any temporary portable stage, any temporary lighting and sound equipment and any temporary scenery sets or props provided by the licensee, as well as the loading and unloading of those trucks transporting equipment and material for the event, and the Client shall pay all charges so incurred. The designation of an event or presentation as theatrical will be at the discretion of the Director.

15. RULES AND REGULATIONS

The Client further covenants and agrees to observe and abide by the rules and regulations governing the use of the Convention Centre as from time to time adopted, a copy of which rules and regulations is attached hereto and made a part hereof. The premises and the keys thereof shall be at all times under the charge and control of the Director. The Client shall not permit the premises to be used for lodging rooms or for any improper, immoral or objectionable purpose, or carry on or permit to be carried on any activity that shall by the HCC be deemed a nuisance or by which the premises or any part thereof will be injured or damaged.

16. ASSIGNMENT

The Client covenants with the HCC that the Client will not assign this Agreement or part with or share the possession of the premises or any part thereof without the consent of the HCC in writing first had and obtained and withholding of such consent shall not be subject to any statutory provisions or limitations whatsoever.

17. BANKRUPTCY

If at any time during the term of this Agreement, all or substantially all of the Client's assets are placed in the hands of a receiver or trustee or should the Client institute any proceedings under the Bankruptcy Act as the same now exists or under any amendment thereof which may hereafter be enacted or under any other Act relating to the subject of bankruptcy wherein the Client seeks to be adjudicated a bankrupt, or seeks to be discharged of its debts, or to effect a plan of liquidation, composition or reorganization, or should be involuntary proceedings be filed against the Client under any such bankruptcy laws and the Client consents thereto or acquiesces therein by pleading or default, then this Agreement shall not become an asset in any of such proceedings, and the Client shall be in default under this Agreement. In the event the Client's interest in this Agreement shall for any other reason become vested by operation of law in any person other than the Client, (including, without limitation, the vesting of any individual Client's or assignee's interest in this Agreement in another by reason of the death of such Client or assignee), the Client shall be in default under the Agreement.

18. JOINT LIABILITY

- (a) All persons comprising the Client together with all assignees, should the HCC elect to treat said assignees as Clients, are to be held and hereby agree to be held jointly and severally responsible for the payments required hereunder and the faithful fulfillment of all the covenants, terms and conditions of this Agreement.

- (b) No act of the parties hereto shall be construed as creating or establishing a partnership, joint venture, or association of any type between the HCC and the Client. The only relationship intended to be created hereunder is that of the HCC and the Client.

19. LAWFUL COMPLIANCE

- (a) The Client shall comply and secure compliance at its own expense with all laws of Canada, and of the Province of Ontario, all by-laws of the City of Hamilton, the Regional Municipality of Hamilton-Wentworth and all other authorities and all rules and requirements of the Police and Fire Departments or other governmental authorities, and shall obtain and pay for all necessary permits and licences, and shall not do or suffer to be done anything on the premises during the occupancy of the premises by the Client in violation of any such laws, ordinances, rules or requirements, and if the attention of the Client is called to any such violation on the part of the Client, or of any person employed by or admitted to the premises by the Client, the Client shall immediately desist from or correct such violation. In case the Client fails to comply with any of these rules and regulations, the Director may discontinue the performance or programme until such time as satisfactory compliance is assured. Without in any way limiting the generality of the foregoing, the Client shall comply with the terms of the Workers Compensation Act and the Retail Sales Act of the Province of Ontario.
- (b) The HCC shall not be liable for the payment of any Federal, Provincial or Municipal taxes arising from or as a result of the Licence granted herein, and any such taxes shall be the responsibility of the Client.

20. PERSONNEL

- (a) The officers, servants, employees, agents and contractors engaged at the Convention Centre shall be determined in the sole and arbitrary discretion of the HCC, and shall at all times be subject to the absolute direction and control of the HCC.
- (b) Unless otherwise agreed, the Client shall pay the HCC for all wages at established rates including overtime rates, for all persons required for the performance of this Agreement.

21. HANDLING OF FUNDS

It is understood and agreed by the Client that in the handling, control, custody and disbursement of receipts and funds, the HCC is acting for the accommodation and sole benefit of the Client and as to such receipts, funds and disbursements, the HCC shall only be responsible for gross neglect or bad faith.

22. NO WAIVER

No condoning, excusing or overlooking by the HCC of any default, breach or non-observance by the Client at any time or times in respect of any covenant, proviso or condition herein contained shall operate as a waiver of the HCC's rights hereunder in respect of any continuing or subsequent default, breach or non-observance, or so as to defeat or affect in any way the rights of the HCC herein in respect of any such continuing or subsequent default or breach, and no waiver shall be inferred from or implied by anything done or omitted by the HCC save only express waiver in writing.

23. ADVERTISING - HCC

The HCC may distribute advertising material and make announcements to persons on the premises concerning present and future attractions held or to be held at the Convention Centre.

24. CLAIMS OR LIENS

That the Client,

- (a) shall not encumber the premises, and

- (b) shall forthwith discharge any claim or lien filed for work or materials supplied or claimed to have been supplied by any persons in respect of any improvement made to the premises.

25. AGREEMENT ENTIRE

This Agreement contained the entire and only agreement and understanding between the parties relating to the subject matter hereof and may not be altered or otherwise modified except in writing signed by the HCC and the Client in the same manner as this Agreement.

No representation or warranty not set forth herein has been made or relied upon by the Client as an inducement to the execution hereof or otherwise.

26. TIME OF ESSENCE

The Client hereby expressly agrees that time shall be of the essence with respect to all of the obligations of the Client under this Agreement; that no additional time shall be taken for the occupancy of the premises or for the installation or removal of any equipment without the permission of the HCC and the Client hereby agrees to pay for such additional time according to the schedule of rates fixed by the HCC if such permission is granted.

27. NOTICE

All notices required or permitted to be given under this Agreement or under the rules and regulations may be delivered to the Client or to any officer, manager, assistant manager, agent or authorized representative of the Client by delivery in person or by regular mail addressed to the Client at the address in this Agreement or in the application to the HCC or at the residence or place of business of the Client.

All notice required or permitted to the HCC shall be in writing and shall be delivered in person or by regular mail to the Director as follows:

The Director
Hamilton Convention Centre
115 King Street West
Hamilton, Ontario
L8P 4T9

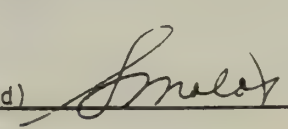
IN WITNESS WHEREOF the said parties have hereunto set their hands and corporate seals as attested by the hands of their proper signing officers in that behalf.

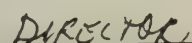
WITNESS: _____


SALES MANAGER DIRECTOR

THE HAMILTON CONVENTION CENTRE,
representing
THE HAMILTON ENTERTAINMENT AND
CONVENTION FACILITIES, INC.

WITNESS: _____

(signed) 



POSITION IN ORGANIZATION

WOMEN'S WORLD '89
NAME OF CLIENT

RULES AND REGULATIONS GOVERNING THE USE OF THE HAMILTON CONVENTION CENTRE

referred to in the AGREEMENT between:

THE HAMILTON CONVENTION CENTRE, representing
THE HAMILTON ENTERTAINMENT AND CONVENTION FACILITIES, INC.
(hereinafter called "the HCC")

- and -

WOMEN'S WORLD '89
(hereinafter called "the Client")

1. The Client shall not erect or operate upon the premises of the HCC, without the written consent of the HCC any steam engine, boiler, motor, stove, or machinery operated by electricity or other power.
2. The Client shall not use, or permit the use of upon the said premises, any liquid or solid substance of an explosive or highly inflammable nature.
3. The Client shall not install any wires, electrical appliances, plumbing fixtures, or pipes without the written consent of the HCC and all electrical or plumbing work shall be carried out by a qualified electrician or plumber acceptable to the Director of the HCC (hereinafter referred to as "the Director").
4. The Client shall not allow nails, tacks, tape, screws or similar articles to be driven into or placed in or on any part of the said premises.
5. The Client shall not place, post or exhibit or allow to be placed, posted, or exhibited, decorations, signs, advertisements, show bills or any material of any description inside, in front of, or in any part of the premises, except upon the regular billboards provided by the HCC and may do so only upon the express permission being granted by the HCC and shall be subject to the HCC's supervision.
The Client shall not advertise in any way which would violate any provisions of City of Hamilton By-law No.86-77 to Consolidate Streets By-law No.9329" which relate to littering and illegal posting of flyers or other advertising material; also the Client agrees to inform their agents and/or promoters of the event of this stipulation.
6. The Client shall not obstruct any portion of the sidewalks, entries, halls, vestibules, elevators, stairs, or ways of access to the public utilities of the building.
7. Any special lights or lighting fixtures other than those in ordinary usage shall be provided and paid for by the Client. The Client or his agents or employees shall not waste the light and water provided. In the event of any waste the Client shall be liable therefor.
8. The Client shall not sell or serve, or allow cigarettes, cigars, beverages, food, gum or refreshments of any kind to be sold, used, consumed, brought into, or served upon the said premises, except as permitted by the HCC.
9. The Client shall adhere to smoking by-laws within the said facilities as from time to time may be designated by the HCC.
10. The Client shall not use or permit the HCC to be used for sleeping or lodging purposes.
11. The Client shall not bring into or keep any animal or animals in the HCC or allow the same to be brought or kept in the premises without the written consent of the Director. In the event that the Director consents to the presence and use of an animal or animals in the building, the same shall be brought and kept therein only when required for the uses herein permitted and then only during such hours as the Director may determine.
12. The Client shall not place any additional locks on the doors of the HCC. The HCC will furnish all the necessary keys, but any duplicate keys required by the Client will be furnished by the Director at the expense of the Client. All the said keys, including such duplicate keys, shall be returned to the Director upon the termination of the Agreement. The Client shall reimburse the HCC for all keys furnished by the HCC which the Client loses or fails to return to the HCC.
13. The Client takes the premises in the condition he finds them and the Client shall not, without the prior written consent of the Director, alter the premises in any way, change or rearrange any equipment or fixtures. Provided, however, that at the termination of its Agreement, the Client, at the request of the Director, shall return such equipment and fixtures so removed, changed, or rearranged to the same location and condition as he found it. Such work as aforesaid shall be carried out at the expense of the Client.
14. The Client shall not erect any booth, stand, platform, railing or other structure in the building without the consent of the Director and unless a plan or description thereof has been filed with the Director and such plan or description has been approved by the Director in writing.
15. The Client shall not distribute or circulate any advertising matter or programmes at the entrance to the premises without the prior written consent of the HCC.
16. No provision of these regulations may be waived except in a special case and for good cause shown, and then only by a written memorandum to be attached to the contract and signed by the Director.
17. Any approval, consent or waiver given by the Director may be withdrawn, revised or revoked at any time and the HCC shall not be liable for any loss or damages arising as a result thereof.
18. The Client shall not admit to the premises a greater number of persons than the capacity therefor will accommodate or can safely or freely move about in the premises and the decision of the Director in this respect shall be final. The Client will permit no chair or moveable seat to be placed or remain in the passageways and will keep all passageways clear at all times.
19. The doors, skylights, or openings that reflect or admit light into the building, and house lighting attachments, shall not be covered or obstructed by the Client.
20. The Client will at all times respect the rights and privileges of other tenants or clients of the HCC and the Client shall not interfere with such tenants or clients.

SCHEDULE "A"

TO THE AGREEMENT DATED THE 31st DAY OF July 1989
BETWEEN

THE HAMILTON CONVENTION CENTRE, representing
THE HAMILTON ENTERTAINMENT AND CONVENTION FACILITIES INC.

OF THE FIRST PART

- and -

WOMEN'S WORLD '89

OF THE SECOND PART

PURPOSE OF LICENCE:

Trade Show

AREA TO BE LICENSED:

See attached Schedule "B".

DURATION OF LICENCE:

Thursday, October 26, 1989 through Sunday, October 29, 1989

TOTAL LICENCE RENTAL FOR ABOVE AREA:

Eleven thousand nine hundred and twenty-five dollars (\$11,925.00)

SPECIAL SERVICES TO BE CHARGED TO CLIENT:

To be determined.

WOMEN'S WORLD '89

Thursday, October 26, 1989 through Sunday, October 29, 1989

SCHEDULE "B"

Thursday, October 26, 1989

<u>Room</u>	<u>Function</u>	<u>Set-up</u>	<u>Nbr Expected</u>	<u>Time</u>	<u>Rental</u>
Wentworth ABC & Concourse	move-in	booths	-	08:00-01:00 hrs.	\$1,100.
Room 201	office	casual	-	08:00-01:00 hrs.	N/C
Room 314	storage	(on tentative hold)		08:00-01:00 hrs.	
Chedoke BC	set-up	(on tentative hold)		08:00-01:00 hrs.	

Friday, October 27, 1989

Wentworth ABC & Concourse	show	booths	-	08:00-01:00 hrs.	2,200.
Room 201	office	casual	-	08:00-01:00 hrs.	N/C
Albion ABC	seminars	theatre	to be advised	13:30-17:00 hrs.	415.
Room 203	exhibitors lounge	casual	-	10:00-20:00 hrs.	N/C
Room 205	daycare	casual	-	10:00-20:00 hrs.	N/C
Chedoke BC	fashion show/luncheon	rounds	700	08:00-01:00 hrs.	N/C
Chedoke A	public dining	rounds	-	15:00-19:30 hrs.	N/C
Room 314	storage	-	-	08:00-01:00 hrs.	N/C

Saturday, October 28, 1989

Wentworth ABC & Concourse	show	booths	-	08:00-01:00 hrs.	2,200.
Room 201	office	casual	-	08:00-01:00 hrs.	N/C
Albion ABC	seminars	theatre	to be advised	12:00-18:00 hrs.	415.

Saturday, October 28, 1989

<u>Room</u>	<u>Function</u>	<u>Set-up</u>	<u>Nbr Expected</u>	<u>Time</u>	<u>Rental</u>
Room 203	exhibitors lounge	casual	-	10:00-20:00 hrs.	N/C
Room 205	daycare	casual	-	11:00-19:00 hrs.	N/C
Chedoke BC	-	rounds	700	08:00-01:00 hrs.	\$1,490.
Chedoke A	public dining	rounds	-	11:00-01:00 hrs.	N/C
Room 314	storage	-	-	08:00-01:00 hrs.	N/C

Sunday, October 29, 1989

Wentworth ABC & Concourse	show/ move-out	booths	-	08:00-01:00 hrs.	2,200.
Room 201	office	casual	-	08:00-18:00 hrs.	N/C
Albion ABC	seminars	theatre	to be advised	11:00-17:00 hrs.	415.
Room 203	exhibitors lounge	casual	-	11:00-17:00 hrs.	N/C
Room 205	daycare	casual	-	11:00-17:00 hrs.	N/C
Chedoke BC	fashion show	rounds	700	08:00-17:00 hrs.	1,490.
Chedoke A	public dining	rounds	-	11:00-17:00 hrs.	N/C
Room 314	storage	-	-	08:00-01:00 hrs.	N/C

WOMAN'S WORLD
940 MAIN STREET WEST,
HAMILTON, ONTARIO L8S 1B1

0525

Aug 11 19 89

PAY TO THE
ORDER OF

Hamilton Entertainment Convention Facilities \$3000-

XX /100 DOLLARS

WOMAN'S WORLD

S. MOLOT ASSOCIATES INC.

PER

S. Molot

THE BANK OF NOVA SCOTIA
UNIVERSITY PLAZA,
24 PLAZA DRIVE,
DUNDAS, ONTARIO L9H 4H4

⑈000525⑈ ⑆90332⑈002⑆ 00766⑈19⑈

Date of Event: Thursday, Oct. 26, 1989 through Sunday, Oct. 29/89
st. deposit



**Copps
Coliseum**

Victor K. Copps
Trade Centre/Arena

Schedule "F"

101 York Boulevard
Hamilton, Ontario
Canada L8R 3L4
Tel. 416/527-7900

MEMORANDUM

FOR ACTION:

XXXX

TO:

H.E.C.F.I. Executive Committee,
Attn: Ms. H. Evans, Acting Secretary

COPIES TO:

Mr. G. Macaluso, Managing Director/CEO
Mr. J. Leuser, Director, Finance & Administration

FROM:

Mr. John T. Crane
Director, Copps Coliseum

DATE:

1990 January 29

SUBJECT:

Construction of Office Space, Hamilton Brier 1991 Inc.

RECOMMENDATION:

That the balance of funds remaining i.e. \$2,464.00 from the originally approved \$10,000.00 limit, be utilized as a portion of the cost to complete the administration offices required by the Hamilton Brier 1991 Inc.

Memorandum To:
Executive Committee
Re: Hamilton Brier 1991 Inc.

Page 2

BACKGROUND:

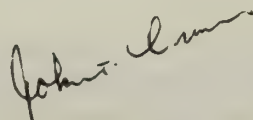
At a regular scheduled meeting of the Copps Coliseum Committee held April 26, 1989, the Director recommended that an area of 1300 square feet located in the north-west quadrant of the street/mall level of Copps Coliseum be leased to the Hamilton Brier 1991 Inc. See attached recommendation.

The recommendation was approved by the Committee and subsequently at a meeting of the Board of Directors on May 19, 1989. We then proceeded to provide the necessary basic mechanical and electrical services to the space in order for the architectural finishing to take place. The final cost of providing the electrical/mechanical services was \$7,536. which represents an amount of \$2,464. below the approved budget.

In a letter dated January 15, 1990, copy attached, the Hamilton Brier 1991 Inc. state that they have exceeded their budget and are requesting a refund in the amount of \$2,500.

The letter submitted by the Hamilton Brier 1991 Inc. dated January 15, 1990, stated that an amount of \$17,300.00 was spent for the construction of their office space. Included in this amount was the construction of a corridor between two office areas which was not originally intended. However, it became a requirement of the Fire Department that the corridor be constructed as a fire-rated separation between the two office areas.

Respectfully submitted,



John T. Crane,
Director,
Copps Coliseum.

JTC:mgm

Attachments



January 15th, 1990

Copps Coliseum
101 York Boulevard
Hamilton, Ontario
L8R 3L4

Attention: Mr. John Crane

Dear Sirs:

Re: Hamilton Brier 1991 Inc.

With reference to the writer's meeting with your Mr. Crane on January 10th, 1990, we confirm our advices that the costs of Hamilton Brier 1991 Inc. in constructing its offices greatly exceeded its budget of \$8,000.00, largely because of the need to comply with the requirements of the Fire Department. Our costs actually amounted to \$17,300.00 and we enclose herewith a photocopy of page 5 of our Contract with Falla Construction Limited.

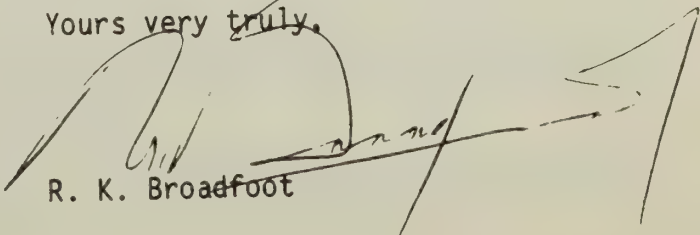
Since we understand that:

1. Copps Coliseum's costs came in less than its budget;
2. the offices will be readily useable by other persons following termination of our Lease; and
3. the extra costs were incurred for a purpose which does not enhance the useability of our premises,

we would request that consideration be given by Copps Coliseum to assisting us in these extra capital costs and in this regard, would request that we receive the sum of \$2,500.00.

Your earliest consideration of the above and reply would be greatly appreciated.

Yours very truly,


R. K. Broadfoot

RKB:sn
encl.

cc Mr. Eric Anderson
Telecopier No. 526-9935

HAMILTON BRIER 1991 INC.
COPPS COLESEUM 101 YORK BLVD. HAMILTON, ONTARIO L8R 3L4
PHONE #- (416) 524-1991 Fax #- (416) 577-1050
Ticket Information - 1-800-668-6626

ARTICLE 2 - SERVICES

To supply labour, material, equipment and sub trades to perform all duties and services in accordance to your instructions (as per 1991 Hamilton Brier Office Area, Drawing 1, as revised 89.08.04)

- Supply and install drywall partitions and bulkhead
- Tape and sand to receive paint
- Supply and install three doors, frames and hardware
- Install T-bar ceiling
- Install carpet on floors and concrete pillar
- Paint new area
- Provide Permit

TOTAL SUM: \$17,300.00

NOTE: N.I.C. Mechanical, Electrical and Sprinklers

**Copps
Coliseum**

Victor K. Copps
Trade Centre/Arena

101 York Boulevard
Hamilton, Ontario
Canada L8R 3L4
Tel. 416/527-7900

M E M O R A N D U M

FOR ACTION:

XXXX

TO:

Copps Coliseum Committee,
Attn: Ms. G. McCaffrey, Secretary

COPIES TO:

Mr. J. A. Leuser
Ms. P. Bennett

FROM:

Mr. John T. Crane
Director, Copps Coliseum

DATE:

1989 April 18

SUBJECT:

COPPS COLISEUM - Leasing of Office
Space, Hamilton Brier Inc.

RECOMMENDATION:

That,

- 1) An area of 1300 square feet located in the north west quadrant of the street/mall level of Copps Coliseum, be leased to Hamilton Brier Inc. at an annual rental rate of \$5.50 per square foot excluding all applicable taxes for the term commencing on a date yet to be determined and terminating 1991 March 31.
- 2)
 - (a) An amount of \$10,000.00 be committed for the provision of basic mechanical and electrical services necessary for the finishing of this area.
 - (b) The H.E.C.F.I. Executive Committee recommend the method of financing for this particular expenditure.

BACKGROUND:

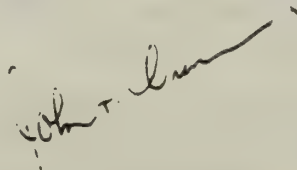
Hamilton Brier Inc. is a non-profit organization established to plan, coordinate, administer and operate the 1991 Canadian Men's Curling Championship to be held at the Coliseum in March 1991.

They have indicated a need for administration office space within the Coliseum and are requesting use of a 1300 square foot parcel situated adjacent to the ticket order/mail room in the north west quadrant of the street/mall level.

I am recommending that this area be leased to Hamilton Brier Inc. at an annual rental rate of \$5.50 per square foot excluding all applicable taxes. This rental rate will cover the basic expenses associated with the operation of the area, i.e. heating, ventilating and air conditioning; electrical consumption for lighting and receptacle power; cleaning and security. The term of the leasing agreement will commence on a date yet to be determined and will terminate 1991 March 31.

It should be noted that the architectural finishing of this area, i.e. ceiling, partitions and floor, will be the responsibility of Hamilton Brier Inc. All plans relating to interior finishing will be approved by Copps Coliseum prior to the commencement of construction. The cost of providing basic mechanical and electrical services, i.e. extension of sheetmetal ductwork for heating and cooling; extension of sprinkler lines for fire protection and; provision of electrical distribution panels will be borne by Copps Coliseum. The amount estimated for same is \$10,000.00. There are sufficient funds available within Account No. CF 5813 928841002 - Copps Coliseum, Expansion of Administration Offices to finance this expenditure.

Respectfully submitted,



John T. Crane,
Director,
Copps Coliseum.



**Copps
Coliseum**

Victor K. Copps
Trade Centre/Arena

Schedule "G" Boulevard

Ontario

Canada L8R 3L4

Tel 416/526-4450

M E M O R A N D U M

FOR ACTION:

☒ XX

FOR INFORMATION:

☐

TO: Chairmen and Members
HECFI EXECUTIVE COMMITTEE

COPIES TO: Mr. Gabe Macaluso
Managing Director/CEO, HECFI

Mr. John Crane
Director, Copps Coliseum

FROM: Mr. Barry Snetsinger
Director of Marketing and Sales
HECFI

DATE: 1990 January 30

SUBJECT: "Father Sean O'Sullivan Blood Donor Clinic"

RECOMMENDATION:

That the Hamilton Branch Blood Programme of the Canadian Red Cross Society be authorized to host at no charge a "Father Sean O'Sullivan Blood Donor Clinic" on Thursday, March 29th, 1990, from 9 a.m. to 8 p.m. in the Exhibition Hall at Copps Coliseum.

MEMORANDUM from
COPPS COLISEUM

BACKGROUND:

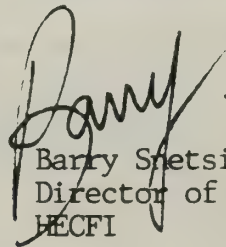
Ms. Marnie Shatz, Area Manager, Blood Donor Recruitment, contacted the facility to inquire about the possibility of Copps Coliseum hosting a Blood Donor Clinic in remembrance of Father Sean O'Sullivan. Further, she asked that all costs involved with the Clinic be waived. In the past, the Hamilton Convention Centre has made space available free of charge for the Clinics, ie. City and Region. Volume Concession Services Ltd. have agreed to donate the refreshments, ie. pop, coffee, donuts.

The Red Cross expects an attendance of 400 +. CHCH TV will be present to broadcast the event live for their mid-day program.

The Canadian Red Cross Society is a charitable organization and supports on a regular basis, the needs of 28 area hospitals.

From a public relations standpoint, this event is invaluable to HECFI and The City of Hamilton.

Respectfully submitted



Barry Snetsinger
Director of Marketing and Sales
HECFI



Hamilton
Entertainment
and Convention
Facilities Inc.

101 York Boulevard
Hamilton, Ontario
Canada L8R 3L4
Tel. 416 527-7900

MEMO TO: H.E.C.F.I. EXECUTIVE COMMITTEE

FROM: Gabe Macaluso
Managing Director/CEO

DATE: January 31, 1990

SUBJECT: MEMORIAL CUP DINNER

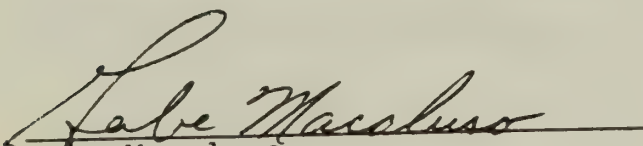
RECOMMENDATION:

THAT THE MEMORIAL CUP BANQUET SCHEDULED TO TAKE PLACE MAY 4, 1990
AT THE HAMILTON CONVENTION CENTRE BE PROVIDED AT COST.

BACKGROUND:

- The City of Hamilton has committed an amount of \$20,000.
towards the cost of the Civic Banquet;
- At a Memorial Cup Meeting a request was made to the Managing
Director/CEO that H.E.C.F.I. be asked to consider providing
the Memorial Cup Banquet at cost. This would further assist
in reducing the financial constraints associated with
promoting and coordinating the Tournament;
- The January 29, 1989 memorandum from the Operations Manager
of the Hamilton Convention Centre outlining costs is attached.

Respectfully submitted,


Gabe Macaluso
Managing Director/CEO



HAMILTON
CONVENTION
CENTRE

115 King Street West
Hamilton, Ontario
Canada L8P 4T9
Tel. 416/523-5883

MEMORANDUM

TO: Mr. Gabe Macaluso, Managing Director/CEO, HECFI

FROM: Stephen H. Dockman, Operations Manager, HCC

COPY TO: Ms. Robin Laking, Events Manager, HCC

DATE: January 29, 1990

SUBJECT: **Memorial Cup Dinner**

For your information, the cost price for the menu as prepared by Robin Laking is as follows:-

1)	Dinner - Prime Rib	<u>\$6.80 per person</u>
2)	Dinner	\$6.80
	Wine - 2 bottles per table -	
	\$11.42 / 10 people	<u>1.14</u>
		<u>\$7.94 per person</u>
3)	Dinner	\$6.80
	Wine	1.14
	Drinks - 2 drinks per person	<u>1.42</u>
		<u>\$9.36 per person</u>

These costs when converted to a selling price are subject to P.S.T. and service gratuities.

Stephen H. Dockman
Operations Manager
Hamilton Convention Centre

SHD:bg



**Copps
Coliseum**

Victor K. Copps
Trade Centre/Arena

Schedule "I"

101 York Boulevard
Hamilton, Ontario
Canada L8R 3L4
Tel. 416/527-7900

M E M O R A N D U M

FOR ACTION

XXXX

TO:

Chairman and Members
HECFI Executive Committee

FROM:

Mr. Gabe Macaluso
Managing Director/CEO
HECFI

DATE:

1990 February 2

SUBJECT

Hamilton's Bid To Host
1993 Canadian Figure Skating Championships
1994 or 1995 World Figure Skating Championships

RECOMMENDATION:

That the HECFI Chairman or his designate be authorized to travel to Halifax, Nova Scotia, March 5 to 8, 1990, to present a bid to host the 1993 Canadian Figure Skating Championships and the 1994 or 1995 World Figure Skating Championships.

1990 February 2

1993 Canadian Figure Skating Championships

1994 or 1995 World Figure Skating Championships

Page 2

BACKGROUND:

Alderman Agostino was initially approached by a local skating group, and he in turn contacted Copps Coliseum staff. Copps Coliseum staff and the local organizing committee met on a number of occasions in January and February 1989, concerning the City of Hamilton submitting a bid to host the Canadian Figure Skating Championships and the World Figure Skating Championships.

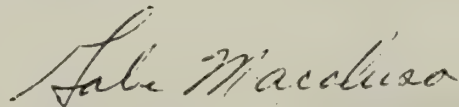
Three members of the Canadian Figure Skating Association, along with the local organizing committee, Mayor Morrow, and Aldermen Gallagher and Agostino, attended a site inspection on January 9, 1990. The site inspection included local downtown hotels, but centered on the three HECFI facilities.

The prerequisite for hosting a World Figure Skating Championship is having been awarded a Canadian Figure Skating Championship. The cities vying for the Canadian Figure Skating Championships include Hamilton, Calgary, Edmonton, and Saskatoon.

Not only are the Canadian Figure Skating Championships and the World Figure Skating Championships prestigious, well-respected sporting events, but they are well-attended, and as well, television coverage increases the viewership dramatically.

Attendance at the World Figure Skating Championships in Halifax, Nova Scotia, to present the bid reinforces the City of Hamilton's eagerness to host the 1993 Canadian Figure Skating Championships and the 1994 or 1995 World Figure Skating Championships.

Respectfully submitted



Gabe Macaluso
Managing Director/CEO
HECFI



Hamilton
Entertainment
and Convention
Facilities Inc.

101 York Boulevard
Hamilton, Ontario
Canada L8R 3L4
Tel. 416-527-7900

FOR INFORMATION

MEMO TO: COPPS COLISEUM COMMITTEE
HAMILTON PLACE THEATRE COMMITTEE
HAMILTON CONVENTION CENTRE COMMITTEE
H.E.C.F.I. EXECUTIVE COMMITTEE

FROM: Mary Webb, Marketing Services Manager

DATE: January 16, 1990

SUBJECT: **MARKETING SERVICES REPORT - DECEMBER 1989**

This report covers marketing and promotion for the month of December 1989 for Copps Coliseum, Hamilton Place Theatre and Hamilton Convention Centre.

COPPS COLISEUM

CANADA VS. USSR - DECEMBER 11, 1989

Handled all newspaper and radio advertising placements for Hockey Canada. Two late promotions were added -an intermission shootout and autograph session with Paul Henderson and Vladislav Tretiak and a voucher for a Little Caesar's spaghetti dinner was given to all patrons. The half-price coupon distributed by Esso and Texaco was very successful - 7,651 of 10,159 (75%) of all tickets purchased were discounted. A December 4 media conference with Henderson and Tretiak created wide media attention. Updated roster information and prepared media kits for game night.

HULKAMANIA - DECEMBER 14, 1989

Placed newspaper ads and distributed media releases for promoter. Arranged for CHCH-TV's Matt Hayes remote weather broadcast prior to event.

TORVILL AND DEAN - DECEMBER 26, 1989

Distributed posters, media releases and publicity photo and video material for promoter.

HECFI/SOVIET LUNCHEON - JANUARY 11, 1990

Hosted tribute at Hamilton Convention Centre. Arranged room set-up, menu, invitation list and video presentation. Scripted presentation and hosted tribute at Hamilton Convention Centre.

SPECTATOR INDOOR GAMES - JANUARY 12, 1990

Assisted promoters with December 5 media conference, accreditation and meet operations.

SHEILA COPPS RALLY - JANUARY 15, 1990

Assisted with site inspection, liaison with Volume Services and set-up design. Constructed mike block for building identification on camera.

LEGENDS OF HOCKEY - FEBRUARY 17, 1990

Discussions were held with promoter, Mr. Larry Regan with respect to ticket pricing and promotion. Arranged January 15 media conference and prepared media release. Minor Hockey Council is preparing a February 16th tribute dinner at the Hamilton Convention Centre. Will be working with Mr. Jack Wallace on this event.

DISNEY ON ICE - MARCH 13-18, 1990

Will be coordinating show publicity. Posters are now being distributed. Several meetings have been held with promoter, Mr. Joe Lewi with respect to promotional approach and publicity ideas.

1990 MEMORIAL CUP/DUKES

Marketing and Organizing Committees continue to meet regularly. Will be coordinating \$20,000. advertising budget with Norm Marshall. Work has begun on a ticket sale brochure.

NHL EXPANSION

Promotional work with Gerry Patterson continues. Have developed and received 8' X 10' Instand display and 12 photo panels. Promotional items that have been developed include City of Hamilton pens, "We're Ready" caps, toques, buttons, luggage tags, decals, tape labels and media folders. A six minute video presentation was compiled and edited with the assistance of Mr. Paul Hendrick. A fourteen page executive summary was written and produced. Leather portfolio which included information package, Simon Chung scarves, video tape and promotional items was sent to each NHL Governor and alternate prior to December meetings in Florida. A December 11th media conference in the Hamilton Room presented City's bid to local journalists.

CANADIAN FIGURE SKATING ASSOCIATION

Coordinated January 9 site inspection of Copps Coliseum and luncheon at Hamilton Convention Centre took place January 9. CFSA is looking to Hamilton as site of future Canadian or World Championships.

HAMILTON PLACE THEATRE

DICK WHITTINGTON - DECEMBER 19-23, 1989

Over \$25,000. in free promotion was received on television and radio during the Hamilton campaign in addition to print and radio interviews. Despite strong marketing, box office results were disappointing. Reports from other venues across the country indicated that the show did not sell in any market. When a show doesn't sell it's usually a combination of reasons causing this but one factor should be addressed for the future and that is the ticket price. Regardless of \$2.00 off for children the price is high for a family show. One third (1/3) of all children's tickets sold were sold for the Tuesday 1/2 price children's special performance which would indicate a price resistance. The patrons seem to want to sit in the best seats but perhaps cannot afford them. Of the 6,029 tickets sold 245 were 2nd balcony low priced tickets compared to 4,801 of the higher priced seats (48% of those available). In 1983 our top ticket for the Christmas Family musical was \$9.50, now a top ticket is \$23.50. Response to group bookings was very disappointing.

ROBERT BURNS - JANUARY 21, 1990

Show is being promoted on Scottish radio programs. Marketing Services handling print advertising and setting up advance interviews. Promoter is promoting show throughout Scottish community.

MAME - JANUARY 24 & 25, 1990

CHCH-TV as the presenter will contribute over \$10,000. in free promotion. Contra has been negotiated with various radio stations amounting to over \$1,000. free advertising. Interviews for Patrice Munsel have been set up. Five Hundred (500) tickets have been sold to groups for the matinee performance.

OH CALCUTTA - JANUARY 26, 1990

Marketing Services handling print campaign for promoter. Advised on media interviews and radio paid promotion.

HUNGARIAN STATE FOLK ENSEMBLE - JANUARY 29, 1990

Targeting show at ethnic community through mailings, print and radio promotion.

MR. DRESSUP - FEBRUARY 11, 1990

Working with promoter on print campaign.

IAN TYSON - FEBRUARY 16, 1990

Negotiated a CHAM radio presents for \$3,000. free promotion. Created and implementing print campaign. Setting up advance interviews.

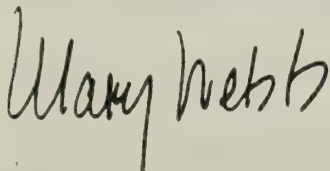
HAMILTON CONVENTION CENTRE

On December 18, 1989 Marketing Services and Hamilton Convention Centre Sales Staff attended the final meeting with Steve Dockman, Operations Manager, Hamilton Convention Centre; final in view of the appointment of Mr. Barry Snetsinger as Director of Marketing, under whose responsibility the Marketing and Sales Department will fall.

Those in attendance were brought up-to-date with regards to the photograph being supplied by TDF Artists in Toronto which is in the final stages of retouching. It is hoped that production of the display can commence early in 1990 as part of the new budget and with the approval of Mr. Snetsinger.

New "General Information" and "Fact Sheets" where ordered from and supplied by Stirling Print All.

Respectfully submitted,



Mary Webb
MARKETING SERVICES MANAGER

MW/cb



Hamilton
Entertainment
and Convention
Facilities Inc.

101 York Boulevard
Hamilton, Ontario
Canada L8R 3L4
Tel. 416 527-7900

MEMO TO: HECFI EXECUTIVE COMMITTEE

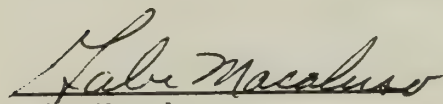
FROM: Gabe Macaluso
Managing Director/CEO

DATE: February 1, 1990

SUBJECT: DIRECT LINE - TAXI SERVICE
PROPOSAL FROM YELLOW CAB

Attached is correspondence from the Hamilton Yellow Cab Company Limited dated January 31, 1990. Yellow Cab agrees to alter their Proposal dated December 29, 1989 reducing the requirement that "no taxi stand other than Yellow Cab stand be located within 1,000 feet of the entrances to Copps Coliseum" to "...100 feet...", and that no taxi stand other than a Yellow Cab stand be located on Summers Lane.

This should address the concerns of the respective facility committees and clarify the condition stated in Yellow Cab's quotation.



Gabe Macaluso
Managing Director/CEO

attach.



HAMILTON YELLOW CAB COMPANY LIMITED

430 CANNON STREET EAST, HAMILTON, ONTARIO L8L 2C8

January 31, 1990

Mr. Brad Calder
Copps Coliseum
101 York Bl
Hamilton, Ontario
L8R 3K1

Dear Sir:

Re: Proposal Dated December 29, 1989

Dear Sir:

The above noted proposal may be altered to read:

1. (a) No taxi stand other than a Yellow Cab stand to be located within 100 feet of the entrances to Copps Coliseum.
- (b) No taxi stand other than a Yellow Cab stand to be located on Summers Lane.

Your sincerely,

Albert A. DiCasa
Pres.

HAMILTON ENTERTAINMENT AND CONVENTION FACILITIES INC.

BALANCE SHEET

AS AT NOVEMBER 30, 1989

ASSETS		LIABILITIES AND RESERVES	
CURRENT		CURRENT	
CASH	\$19,800	ACCOUNTS PAYABLE AND ACCRUALS	\$553,009
ACCOUNTS RECEIVABLE	\$924,401	ADVANCE TICKET SALES AND DEPOSITS	\$904,806
PREPAIDS	\$20,972	UNREDEEMED GIFT CERTIFICATES	\$97,260
INVENTORIES	\$105,663	TOTAL CURRENT LIABILITIES	\$1,555,075
DUE FROM CITY OF HAMILTON	\$485,387	RESERVES	\$1,159
TOTAL ASSETS	\$1,556,223	TOTAL LIABILITIES AND RESERVES	\$1,556,233

A SUMMARIZED CONSOLIDATED OPERATING STATEMENT

CORPORATE (COMMON TO THREE FACILITIES)												
CONVENTION CENTRE		HAMILTON PLACE		COPPS COLISEUM		The Eleven Month Period Ended November 30 1989		The Eleven Month Period Ended November 30 1989		The Eleven Month Period Ended November 30 1988		
The Eleven Month Period Ended November 30 1989		The Eleven Month Period Ended November 30 1989		The Eleven Month Period Ended November 30 1989		The Eleven Month Period Ended November 30 1989		The Eleven Month Period Ended November 30 1989		The Eleven Month Period Ended November 30 1988		
Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	For 1989	% of 1989 Annual Budget Spent or Achieved	
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	
Revenue	\$2,642,000	\$3,403,103	\$1,295,488	\$1,238,383	\$1,980,355	\$1,327,017	\$479,985	\$446,371	\$6,397,828	\$6,414,874	\$6,899,190	93.0%
Expenditures	\$2,972,310	\$3,173,948	\$1,889,627	\$2,136,210	\$1,877,969	\$1,639,791	\$1,855,445	\$1,702,812	\$8,595,351	\$8,652,761	\$9,364,510	92.4%
Excess of Expenditures Over Revenue From Operations	\$330,310	(\$229,155)	\$594,139	\$897,827	(\$102,386)	\$312,774	\$1,375,460	\$1,256,441	\$2,197,523	\$2,237,887	\$2,465,320	90.8%
Contribution from the City of Hamilton	\$330,310	\$330,310	\$594,139	\$594,139	(\$102,386)	(\$102,386)	\$1,375,460	\$1,375,460	\$2,197,523	\$2,197,523	\$2,465,320	89.1%
Budgetary Surplus(Deficit) @ November 30	\$559,465		(\$303,688)		(\$415,160)		\$119,019		(\$40,364)			\$706,683
LESS Budgetary Surplus(Deficit) @ October 31	\$504,846		(\$287,151)		(\$354,236)		\$130,850		(\$5,691)			\$849,707
Budgetary Surplus Increase(Decrease) Over Previous Month	\$54,619		(\$16,537)		(\$60,924)		(\$11,831)		(\$34,673)			(\$143,024)

HAMILTON CONVENTION CENTRE

SUMMARY OF REVENUE AND EXPENDITURES

Description	Budgeted		Actual		Percentage of Total 1989 Annual Budget Spent or Achieved	The Eleven Month Period Ended November 30 1988	Actual Operating Results For
	The Month of November 1989	The Eleven Month Period Ended November 30 1989	The Month of November 1989	The Eleven Month Period Ended November 1989			Operating Results For
	(1)	(2)	(3)	(4)	(6)	(7)	

REVENUE

RENTALS AND LICENCE FEES
OTHER RENTALS
RECOVERIES
OTHER REVENUE
FOOD AND BEVERAGE SALES

\$513,000	\$40,000	\$488,000	\$90,811	\$576,356	112.4%	\$503,061
22,000	3,600	20,800	5,493	28,226	128.3%	20,728
93,500	15,000	88,500	24,121	145,261	155.4%	102,433
70,500	11,400	66,700	11,677	103,662	147.0%	58,610
2,213,000	305,000	1,978,000	333,288	2,549,598	115.2%	1,984,374
\$2,912,000	\$375,000	\$2,642,000	\$465,390	\$3,403,103	116.9%	\$2,669,206

EXPENDITURES

ADMINISTRATION
BUILDING MAINTENANCE
LATSE PAYROLL
SECURITY
OPERATIONS
FOOD AND BEVERAGE -
ADMINISTRATION AND CLIENT
SERVICES
FOOD AND BEVERAGE - KITCHEN
FOOD AND BEVERAGE - BANQUET
MARKETING

\$336,650	\$28,058	\$308,638	\$17,803	\$214,400	63.7%	\$286,567
398,370	33,911	364,590	39,177	391,278	98.2%	407,923
0	0	0	682	2,490	0.0%	0
112,000	7,904	102,402	12,245	113,382	101.2%	105,733
114,000	10,553	104,359	11,199	110,440	96.9%	95,545
143,530	10,699	132,120	12,377	121,615	84.7%	116,602
905,100	105,372	817,139	122,514	962,616	106.4%	775,727
981,760	124,228	888,742	143,543	1,027,901	104.7%	853,772
277,460	23,120	254,320	20,076	229,826	82.8%	213,935
\$3,268,870	\$343,845	\$2,972,310	\$379,616	\$3,173,948	97.1%	\$2,855,804

EXCESS OF EXPENDITURES OVER REVENUE
FROM OPERATIONS

\$356,870	(\$31,155)	\$330,310	(\$85,774)	(\$229,155)	-64.2%	\$186,598
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NOTE: The revenue and expenditure detail on the above balances is available upon request.

THE HAMILTON ENTERTAINMENT AND CONVENTION FACILITIES INC.

HAMILTON PLACE

SUMMARY OF REVENUE AND EXPENDITURES

Description	Budgeted			Actual			Actual Operating Results For
	The Month of	The Eleven Month Period Ended	The Month of	The Eleven Month Period Ended	Percentage of Total	The Eleven Month Period Ended	
	November 1989	November 1989	November 1989	November 1989	Budget Spent or Achieved	November 1989	November 1988
(1)	(2)	(3)	(4)	(5)	(6)	(7)	

REVENUE

RENTALS & LICENCE FEES	\$359,000	\$32,040	\$336,825	\$13,136	(\$44,417)	-12.4%	\$296,856
OTHER RENTALS	72,360	6,031	66,341	6,357	65,737	90.8%	63,512
RECOVERIES	740,560	61,606	695,943	72,568	986,496	133.2%	632,938
OTHER REVENUE	65,460	5,814	60,076	5,843	64,233	98.1%	56,848
FOOD AND BEVERAGE SALES	145,000	12,062	136,303	11,899	166,334	114.7%	140,825
	\$1,382,380	\$117,553	\$1,295,488	\$109,803	\$1,238,383	89.6%	\$1,190,979

EXPENDITURES

ADMINISTRATION	\$402,670	\$33,558	\$369,138	\$30,243	\$342,230	85.0%	\$359,699
MAINTENANCE	288,890	24,669	265,339	24,000	248,035	85.9%	252,123
MEETING ROOMS	2,600	217	2,387	135	1,596	61.4%	864
FRONT OF HOUSE	117,430	9,773	109,752	15,064	121,681	103.6%	98,160
OPERATION - SPECIFIC SHOW EXPENSES	609,180	50,677	572,677	52,953	826,337	135.6%	519,785
STAGE - PROPERTY	342,970	28,582	314,402	36,474	318,298	92.8%	291,366
SECURITY	61,070	5,085	56,762	4,075	53,387	87.4%	50,549
BEVERAGE AND CATERING SERVICE	91,480	7,613	85,679	7,117	89,576	97.9%	68,788
SHOW PROMOTIONS	122,200	10,175	113,491	9,075	135,070	110.5%	101,460
	\$2,038,490	\$170,349	\$1,889,627	\$179,136	\$2,136,210	104.8%	\$1,742,794

EXCESS OF EXPENDITURES OVER REVENUE FROM OPERATIONS:

	\$656,110	\$52,796	\$594,139	\$69,333	\$897,827	136.8%	\$551,815
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NOTE: The revenue and expenditure detail on the above balances is available upon request.

THE HAMILTON ENTERTAINMENT AND CONVENTION FACILITIES INC.

COPPS COLISEUM

SUMMARY OF REVENUE AND EXPENDITURES

Description	SUMMARY OF REVENUE AND EXPENDITURES						Actual Operating Results For The Eleven Month Period Ended November 30 1988
	Budgeted			Actual			
	Operating Results For			Operating Results For			
	The Month of November 1989	The Eleven Month Period Ended November 30 1989	The Eleven Month Period Ended November 30 1989	The Month of November 1989	The Eleven Month Period Ended November 30 1989	Percentage of Total 1989 Annual Budget Spent or Achieved	
Annual 1989 Budget							

NOTE: The revenue and expenditure detail on the above balances is available upon request.

THE HAMILTON ENTERTAINMENT AND CONVENTION FACILITIES INC.
HECFI - CORPORATE

SUMMARY OF REVENUE AND EXPENDITURES

Description	Budgeted		Actual		Actual		Operating Results For
	Operating Results For		Operating Results For		Operating Results For		
	The Month of November 1989	The Eleven Month Period Ended November 30 1989	The Month of November 1989	The Eleven Month Period Ended November 30 1989	Percentage of Total 1989 Annual Budget Spent or Achieved	The Eleven Month Period Ended November 30 1988	
	(1)	(2)	(3)	(4)	(5)	(6)	(7)
REVENUE							
OTHER REVENUE	\$73,000	\$5,083	\$55,913	\$5,000	\$56,014	76.7%	\$56,000
BOX OFFICE REVENUE	449,800	50,918	424,072	29,296	390,357	86.8%	430,575
	\$522,800	\$56,001	\$479,985	\$34,296	\$446,371	85.4%	\$486,575
EXPENDITURES							
ADMINISTRATION	\$609,980	\$50,834	\$559,174	\$49,191	\$538,025	88.2%	\$458,629
BOX OFFICE	481,090	47,069	447,680	40,078	410,032	85.2%	370,010
MANAGING DIRECTOR/CEO	235,010	19,586	215,446	30,700	195,208	83.1%	201,256
MARKETING	713,710	70,595	633,145	58,241	559,547	78.4%	474,997
	\$2,039,790	\$188,084	\$1,855,445	\$178,210	\$1,702,812	83.5%	\$1,504,892
EXCESS OF EXPENDITURES OVER REVENUES							
FROM OPERATIONS	\$1,516,990	\$132,083	\$1,375,460	\$143,914	\$1,256,441	82.8%	\$1,018,317

NOTE: The revenue and expenditure detail on the above balances is available upon request.

THE HAMILTON ENTERTAINMENT AND CONVENTION FACILITIES INC.
CENTRAL UTILITIES PLANT
SUMMARY OF EXPENDITURES

Description	Budgeted		Actual		Actual	
	Operating Results For		Operating Results For		Operating Results For	
	The Month of	The Eleven Month Period Ended of	The Month of	The Eleven Month Period Ended of	Percentage of Total	The Eleven Month Period Ended
	November 1989	November 30 1989	November 1989	November 30 1989	1989 Annual Budget Spent or Achieved	November 30 1988
(1)	(2)	(3)	(4)	(5)	(6)	(7)
OPERATIONS	\$885,230	\$811,492	\$79,498	\$786,023	88.8%	\$729,968
MAINTENANCE	463,490	424,886	39,277	390,580	84.3%	350,772
CITY HALL	235,000	215,850	20,631	188,317	80.1%	197,245
ONTARIO GOVERNMENT BUILDING	220,350	201,346	22,414	203,892	92.5%	189,179
PEDESTRIAN ARCADE/OVERPASS	47,420	43,539	4,195	39,727	83.8%	34,643
PARKING AUTHORITY - UNDERGROUND	97,190	85,330	9,086	84,630	87.1%	81,664
COPPS COLISEUM	336,250	305,711	24,916	249,308	74.1%	273,556
HAMILTON CENTRAL LIBRARY	269,610	246,114	23,571	220,571	81.8%	217,563
HAMILTON PLACE	258,300	238,910	24,842	189,396	73.3%	187,358
ART GALLERY	120,800	111,880	9,218	103,167	85.4%	106,585
HAMILTON FARMERS MARKET	38,670	35,400	7,283	59,488	153.8%	38,085
HAMILTON CONVENTION CENTRE	252,400	232,838	28,442	252,826	100.2%	221,507
RECOVERY FROM USERS	(631,060)	(573,992)	(55,460)	(584,680)	92.7%	(551,773)
EXPENDITURES TOTAL	\$2,593,650	\$2,379,304	\$237,913	\$2,183,245	84.2%	\$2,076,352
MUNICIPAL CONTRIBUTION	\$2,593,650	\$2,379,304	\$214,816	\$2,379,304	91.7%	\$2,263,271
BUDGETARY SURPLUS (DEFICIT)	\$0	\$0	(\$23,097)	\$196,059	-	\$186,919

NOTE: The expenditure detail on the above balances is available upon request.



**Copps
Coliseum**

Victor K. Copps
Trade Centre/Arena

101 York Boulevard
Hamilton, Ontario
Canada L8R 3L4
Tel. 416/527-7900

M E M O R A N D U M

FOR INFORMATION:

XXXX

TO:

H.E.C.F.I. Executive Committee
Attn: Ms. H. Evans, Acting Secretary

COPIES TO:

Mr. G. Macaluso, Managing Director/CEO
Mr. J. Leuser, Director, Finance & Administration

FROM:

Mr. John T. Crane
Director, Copps Coliseum

DATE:

1990 January 12

SUBJECT:

Volume Concession Services Inc. Invoice -
Lech Walesa - Working Together For a Better World

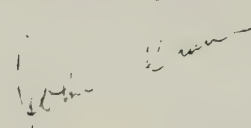
RECOMMENDATION:

For information only.

BACKGROUND:

- At the H.E.C.F.I. Board of Directors meeting on November 8, 1989, the following recommendation was approved: That an amount not to exceed \$2,500. be contributed by H.E.C.F.I. towards the cost of a reception hosted by The City of Hamilton in honour of Lech Walesa.
- At the H.E.C.F.I. Executive Committee meeting on December 4, 1989, management was directed to provide an explanation of the invoice received from Volume Concession Services Inc in the amount of \$4,336.64.
- Mr. J. Crane, Director of Copps Coliseum requested Volume Concession Services Inc. to provide a detailed breakdown of costs with respect to their invoice. In addition, Mr. Stephen H. Dockman, Operations Manager, Hamilton Convention Centre was requested to review the report from Volume Concession Services Inc. Please find attached a report from Mr. Paul Randles, Volume Concession Services Inc. dated December 13, 1989, together with a memorandum from Mr. Dockman dated December 21, 1989 stating that the charges appear reasonable.

Respectfully submitted,


John T. Crane,
Director,
Copps Coliseum.

JTC:mgm

VOLUME CONCESSION SERVICES INC.

MEMO

TO: John Crane
FROM: Paul Randles
DATE: December 13 1989
COPIES: Alex Todd

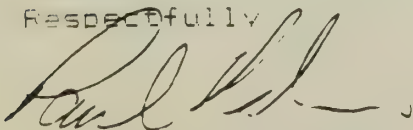
As per your request, enclosed please find a detailed breakdown of costs incurred during the Lech Walesa visit.

Factors justifying these costs being higher than anticipated are as follows.

- A) the numbers increased from 75 to 175 people in two non business days resulting in the purchase of product at local retail stores, losing the beneficial wholesale market price.
- B) the order sheet from Leslee Stewart stated that only premium product was required.
- C) a large portion of the product would have been disposed of when a number of invited guests did not attend, Dave Kelly's staff consumed the remaing product. This offsets product waste.
- D) I was informed on more than one occasion that this event had to be executed perfectly. With the magnitude of this diplomatic occasion, steps were taken to avoid any possible error.

In conclusion we feel the billing was justified. Should there be further questions, please do not hesitate to bring them to our attention.

Respectfully



Paul Randles

RELISH TRAYS 2 @ 18" Billed \$25.00

ITEM	SIZE	CODE#	\$/CASE	USAGE	\$ COST
Olives md.st.	2/4lt.	230360	18.98	.25	4.74
Pickles dill 826	2/4lt.	231631	14.06	.30	4.21
Pickles mustard	2/4lt.	233013	18.91	.25	4.72
Onions swt.ck.	2/4lt.	233622	22.89	.20	4.57
ht. banana pepper	2/4lt.	234018	13.51	.25	2.70
pk. mix. vegetable	2/4lt.	234045	14.44	.25	3.61
Red cabbage (garish)			2.69	.20	.54

TOTAL \$25.09

PREMIUM CHEESE AND CRACKER TRAY 2 @ \$30.00 = \$60.00

Medium ch.	4.54kg.	751035	33.72	.40	13.49
Old white ch.	4.54kg.	751065	35.00	.40	14.00
Marble ch.	4.54kg.	751075	32.50	.40	13.00
Danish blue ch.	7.94kg.	751646	29.52	.80	23.61
Triscuit	12/250	500950	22.83	.40	9.13
Ritz 1410	7.72lb.	500853	21.57	.40	8.63

TOTAL \$81.60

PREMIUM FRUIT AND VEGTABLES Billed 1 @ 126.60

VEGETABLES

ITEM	SIZE	CODE	\$/CASE	USAGE	\$ COST
Broccoli	hd.	015999	1.00	4.0	4.00
Carrots	2lbs.	030999	.75	3.0	2.25
Cauliflower	hd.	025999	1.25	4.0	5.00
Cucumbers	ea.	051999	.75	4.0	3.00
Cello radish	bag	110999	.40	4.0	1.60
Flat cherry tom.		130998	10.00	1.0	10.00
Wax turnup	ea.	135999	.50	2.0	1.00
Celery	stalk	035008	13.00	0.5	6.50
Endive	hd.	055998	.75	3.0	2.25
Mushrooms #1 ONT.	5lb.	067002	8.25	0.75	6.18
Curly parsly	bunch	075998	.75	6.0	4.50
Zuccini	ea.	125995	1.20	3.0	3.60
Red cabbage	hd.	020998	2.69	2.8	7.53
Green pepper	case	090005	16.50	0.2	3.30
Orange pepper	case	090047	37.00	0.2	7.40

TOTAL \$68.14

PREMIUM FRUITS

Canteloupes	ea.	240999	.75	3.0	2.25
Honey dew	ea.	240998	1.50	3.0	4.50
Kiwi fruit	ea.	215999	.50	6.0	3.00
Pears	ea.	252999	.30	12.0	3.60
Pineapples	ea.	215998	2.00	2.0	4.00
Red grapes	lb.	225999	3.00	3.0	9.00
Green grapes	lb.	225998	3.00	3.0	9.00
Flat strawberries		210998	14.00	0.8	11.20
Oranges	ea.	250998	2.50	2.0	5.00
Limes	dz.	235999	1.75	2.0	3.50
Lemons	dz.	230999	3.00	2.0	6.00
Watermellons	ea.	240065	8.00	1.0	8.00
Bananas	lb.	205999	.50	5.0	2.50
Red delicious apple	dz.	200996	3.00	1.0	3.00
Ganny smith apple	dz.	200997	3.50	1.0	3.50

TOTAL \$78.05

TOTAL COST FOR FRUITS AND VEGTABLES IS \$146.19

PREMIUM HOT HORS D OEUVRES BILLED \$450.00

ITEM	SIZE	CODE#	\$/CASE	USAGE	COST
Ramaki					
Chicken livers	60kg.	Shr. farms	129.00	.4	51.50
Bacon sliced	5kg.		15.32	3.5	53.62
Toothpicks	500		.73	4.0	2.92
Water chestnuts	12/10	070565	12.90	.25	3.22
Pineapple tidbits	6/100	046069	14.25	.33	4.75
Denningers assorted	see reciet				297.00
Cocktail meatballs	4.54kg.	825815	26.95	.5	13.47
Sauce plum	4/4lt	225418	22.55	.1	2.25
Egg rolls mini	2/2.27kg.	732428	29.29	.5	14.64
Zucchini batt.	3.0kg.	707611	8.07	.8	5.65
Vegetables batt.	24/10	703459	21.16	.5	10.58
Mozzarella batt.	5/1lb	732478	19.65	.4	7.86
Pizza fingers	50/65g	734617	20.75	.5	10.37

TOTAL \$477.93

PREMIUM SANDWICHES BILLED \$410.75

ITEM	SIZE	CODE	\$/CASE	USAGE	\$ COST
BREADING					
FRUIT TWIST			2.29	4.0	9.16
WHITE			1.49	15.0	22.35
100% WHOLE WHEAT			1.39	15.0	20.85
M. BAKE PITA			1.19	4.0	4.76
PUMPRN.			1.69	3.0	5.07
COUNTRY HARVEST			1.57	1.0	1.57
				TOTAL	\$63.76

LUTTUCE			24.0	0.6	18.00
MUSTARD DIJON	12/100ML	210611	8.10	0.5	4.05
BUTTER WHIPPED	4/5LB	800548	61.29	0.25	15.32
TRKY RST A/W CKD		882040	10.48/KG	4.0	41.92
HAM BNLS		846889	6.83/KG	4.0	27.32
SALAMI FRSH		868315	3.86/KG	2.6	10.30
PASTRAMI CKD		868972	7.94/KG	2.8	22.23
INSD MED BF CKD		868973	8.92/KG	5.0	44.60
TUNA LT	48/60Z	126115	51.11	0.25	12.77
MAYO	1KG		4.69	2.5	11.72
EGGS LG	DZ		1.69	4.0	6.76
TOOTH PICKS F	3INCH/1000	444020	4.65	0.5	2.32

TOTAL \$217.10

TOTAL COST OF PREMIUM SANDWICHES \$281.07

DRESSING ROOM #6

COLD MEATS BILLED \$27.47

BONELESS CHICKEN	4.18/KG	4.8	19.98
BLACKFOREST HAM	4.89/KG	1.2	5.86
PREMIUM POLISH KOLBASA	3.12	1.3	4.06
			TOTAL \$29.90

BEVERAGES BILLED \$14.45

TEA	2LT BUTLERS	1.00/EA	2.0	2.00
MILK	LT	1.79	1.0	1.79
COFFEE	2LT BUTLERS	2.00/EA	1.0	2.00
CREAM	250ML	1.12	1.0	1.12
CANS OF SODA	120Z CANS	0.35	12.0	4.20
PERRIER	80Z BTL	0.80	6.0	4.80
APPLE JUICE	2LT PITCHER	1.89	1.0	1.89
V8 JUICE	120Z	0.79	4.0	3.16
			TOTAL	\$20.96

ASSORTED MISC. BILLED \$23.00

FRESH LEMON	0.25	2.0	0.50
SUGAR	1/KG	0.99	0.1
HONEY	250ML	1.89	1.0
ICE WATER	1 PITCHER	0.00	1.0
ASSORTED CHEESE			
MARBLE	7.16/KG	0.40	2.86
CHEDDER MILD	7.42/KG	0.40	2.96
BREAD AND BUTTER			
WHOLE WHEAT	1.39	0.5	0.70
WHITE	1.49	0.5	0.75
BUTTER WHIPPED		0.25/KG	0.80
YOGURT	4.69/KG	1.0	4.69
PASTRIES	0.90	12.0	10.80
FRESH FRUIT , MELLONS, APPLES, GRAPES ETC			5.00

TOTAL \$ 31.50

LABOUR BILLED \$1150.00

DAY PRIOR TO EVENT (PREPARATION AND SET UP)

R. VILAR	11AM. TO 4PM.	5HRS	
J. FORERER	9AM. TO 2PM.	5HRS	
J. BLINKHORN	9AM. TO 2PM.	5HRS	
A. SLOAN	1PM. TO 5PM.	4HRS	TOTAL 19HRS

DAY OF EVENT (SET UP)

R. VILAR	7AM. TO 5PM.	10HRS	
J. FORDERER	7AM. TO 5PM.	10HRS	
R. ARMSTRONG	7AM. TO 5PM.	10HRS	
L. BASAGLIO	8AM. TO 2PM.	6HRS	TOTAL 36HRS

BAR AND HOST

R. DIVINSKI	1030 TO 230	4HRS	
K. DAY	1030 TO 230	4HRS	
C. BLEICH	1030 TO 230	4HRS	
J. WILLIAMS	1200 TO 230	2.5HRS	
A. SIMPSON	1100 TO 230	3.5HRS	
C. LILLE	1100 TO 230	3.5HRS	
J. HALL	1130 TO 230	3.HRS	
R BALDIN	1030 TO 230	4HRS	
E. STEADMAN	1100 TO 230	3.5HRS	TOTAL 28HRS

KITCHEN

K. LINTON	900 TO 115	4.25HRS	
A. FLETCHER	800 TO 115	5.25HRS	
J. MARTIN	800 TO 115	5.25HRS	
S. WONG	930 TO 115	3.75HRS	
L. COYLE	900 TO 130	4.50HRS	TOTAL 23HRS

CLEAN UP DAY AFTER

R. VILAR	900 TO 500	8HRS	
R. ARMSTRONG	900 TO 500	8HRS	TOTAL 16HRS

MANAGERS

DAY PRIOR TO EVENT

P. RANGLES	900 TO 100	4HRS	
S. SMITH	100 TO 500	4HRS	TOTAL 8HRS

DAY OF EVENT

P. WOOLDRIDGE	900 TO 200	5HRS	
P. RANGLES	1100 TO 200	3HRS	
S. SMITH	900 TO 500	8HRS	TOTAL 16HRS

TOTAL HRS 146 @ \$8.00/ HR. = \$1168.00

EVENT BILLING SUMMARY. LECH WALES, NOVEMBER 12 1989.

MENU INFORMATION	\$/BILLED	\$/BREAKDOWN
PREMIUM RELISH TRAYS	25.00	25.09
PREMIUM CHEESE AND CRACKERS	60.00	81.60
PREMIUM FRUITS AND VEGTABLES	126.60	146.19
PREMIUM HOT HORS D'OEUVRES	450.00	477.93
PREMIUM SANDWICHES	410.75	217.10
ASSORTED MISC	23.00	31.50
COLD MEATS	27.47	29.90
BEVERAGES	14.45	20.96
SMALLWARES TAKEN ON BUSES	20.00	20.77
SOFT DRINKS	52.50	52.50
LIQUOR PERMIT	20.00	20.00
GLASS AND CHINA RENTAL	691.20	691.20
LINEN	112.50	112.50
TOTAL FOOD	2033.47	1927.24
		- \$106.23
LABOUR COSTS	1,150.00	1168.00
		+18.00

11/11/89 DATE

KITCHEN	5.78
KITCHEN	5.17
KITCHEN	7.03
SAUSAGE	7.27
KITCHEN	8.42
KITCHEN	6.29
KITCHEN	6.90
KITCHEN	7.13
KITCHEN	8.19
KITCHEN	6.66
KITCHEN	6.76
KITCHEN	7.20
KITCHEN	6.93
KITCHEN	7.10
KITCHEN	5.00
SUBTOT	101.83
KITCHEN	7.13
PREP SGE	7.96
KITCHEN	8.69
KITCHEN	6.96
KITCHEN	6.93
KITCHEN	7.44
KITCHEN	6.73
KITCHEN	7.13
KITCHEN	7.27
KITCHEN	8.70
KITCHEN	6.76
KITCHEN	6.86
KITCHEN	7.20
KITCHEN	6.96
SUBTOT	204.55
KITCHEN	7.67
SAUSAGE	7.06
KITCHEN	5.54
KITCHEN	4.97
KITCHEN	5.68
KITCHEN	4.97
SUBTOT	240.44
KITCHEN	6.56
KITCHEN	7.81
KITCHEN	6.73
SUBTOT	261.54
KITCHEN	7.03
KITCHEN	6.93
SUBTOT	275.50
KITCHEN	7.40
KITCHEN	7.27
SUBTOT	290.17
SAUSAGE	6.83
SUBTOT	297.00
TOTAL	297.00
CASH	300.00
CHANGE	3.00

0793AM12 12:33

Chair-man mill

470 PARKDALE AVE. N. HAMILTON, ONT. L8H 5Y2
547-8800

LE:1e

FUNCTION TIME
Nov 12 NOON

YOUR PARTY SUPPLY CENTRE

CL. ORDER NO.

ORDERED BY

TELEPHONE NO

DELIVERY DATE

TIME

PICK UP DATE

TIME

Paul

521-0323

Nov 11/89

am

Nov 13/89

CHARGE

Volume Concessions
c/o Copps Coliseum
101 York Blvd.
Hamilton, Ontario
L8P 3L4

DELIVER TO

SAME

CHAIRS	QUANTITY	AMOUNT	MAIN INTERSECTION			TABLEWARE	QUANTITY	AMOUNT
2200			SPECIAL DELIVERY INSTRUCTIONS			GLASSES 9 1/2 oz.	250	65 00
X.L.						WATER GOBLET		
MONARCH						OLD FASH.		
ICE CREAM						WINE 8 1/2 oz	200	52 00
BISTRO						WINE		
GARDEN			X GOLD	WHITE	Noritake	CHAMPAGNE-FLUTE		
			DINNER PLATES LGE			CHAMPAGNE		
TABLES			SM			BRANDY		
BANQUET 4'			DESSERT PLATE			SHERRY		
6'			SIDE PLATE			LIQUEUR		
8'						Pilsner	100	40 00
ROUND 24"			SOUP BOWLS			VEG. BOWL		
36"						PUNCH BOWLS		
48"						PUNCH CUPS		
54"			CUPS			SALT & PEPPER SH.		
60"			SAUCERS			RELISH DISHES		
			IND. SALAD			SALAD BOWLS		
GARDEN UMBRELLA			S.S.	X W.R.	silver	CREAM JUGS		
			KNIVES			SUGAR BOWLS		
			DINNER			GLASS PLATTERS		
MISCELLANEOUS						CANDLE HOLDER		
COCKTAIL BARS						CHAFING DISH s/s	4	88 00
EASAL						COFFEE URNS		
LECTURN						COFFEE SERVERS		
STANCHIONS						WATER PITCHERS		
ROPE			FORKS			ASH TRAYS		
SING. COAT RACK			DINNER			ICE BUCKETS		
HANGERS			DESSERT			ICE PAILS		
COAT CHECK			SALAD			ROLL BASKETS		
						LINENS		
			SPOONS			144"		
			SOUP			90"		
STAGING			DESSERT			72"		
PLATFORMS			TEASPOON			54"		
RISERS								
STEPS			SERVING FORKS					
DRAPES			SERVING SPOONS					
			TRAYS					
CARPET								
STANDS						NAPKINS		

M 07756

PLEASE REFER TO THIS NUMBER WHEN MAKING PAYMENT

LABOUR	
CARTAGE	
SUB TOTAL	640
O.S.T.	51

TOTAL 691

FOR CUSTOMER
USE ONLY
DO NOT WRITE
IN THESE SPACES
OR THE ORDER
MAY BE
CANCELLED
WITHOUT
NOTICE

PLEASE PAY THIS AMOUNT



HAMILTON
CONVENTION
CENTRE

115 King Street West
Hamilton, Ontario
Canada L8P 4T9
Tel. 416/523-5883

MEMORANDUM

TO: Mr. John Crane, Director
Copps Coliseum

FROM: Stephen H. Dockman, Operations Manager, HCC

COPY TO: Mr. J. A. Leuser, Director, Finance/Administration, HECFI

DATE: December 21, 1989

SUBJECT: Volume Concessions Services Invoice - Lech Walesa Visit

As requested, I have reviewed the information forwarded to me supporting the costs, and I find that it is well documented. Based on the information provided, the charges appear reasonable considering the nature of the event and the directions given to Volume Concessions Services to ensure its success.

Stephen H. Dockman
Operations Manager
Hamilton Convention Centre

SHD:bg

DATE: November 12, 1989

NO/N: 00664 JL

VOLUME CONCESSION SERVICES INC.

TO: Leslee Stewart
 A: Copps Coliseum
 101 York Blvd.
 Hamilton, Ontario

Lech Walesa

VENDOR #
 CONTROL #
 CONTROL DATE
 REMIT TO:
 PAYER:
 A:

Volume Concession Services Inc.
 101 York Blvd.
 Hamilton, Ontario
 L8R 3L4

TERMS: NET CASH - 10 DAYS / TERMES: NET COMPTANT - 10 JOURS

RE: Food and Beverage
 Dressing Room 1 & 6

P.O. # LINE #

RELEASE #

HE 15102 00001

ACCT. # CH 5X994-00104

APPROVAL *abu*

DATE

\$ 2168.32 - HE 15102-00001

\$ 2168.32 - CH 5X994-00104

*2168.32 Food
 *2168.32 Beverage
 Labour
 Admin. Fee
 Tax 8%
 Tax 10%
 Grat.

Total

AMOUNT
 MONTANT

\$ 2,033.47
 \$ 201.38
 \$ 1,150.00
 \$ 169.24
 \$ 254.68
 \$ 20.14
 \$ 507.73

\$ 4,336.64

WHITE/BLANC - CUSTOMER COPY/COPIE DU CLIENT

VOLUME CONCESSION SERVICES
GROUP BILLING FORM
CONTRACT #
INVOICE #

COST OF SALES FUNCTION

CUSTOMER INFORMATION

GROUP: LECH WALES
DAY: SUNDAY
ADDRESS:
TELEPHONE

REP.: L STEWART/D CARSON
DATE: NOVEMBER 12 1989

FUNCTION INFORMATION

SERVICE TIME: 11:40 A.M. CUSTOMER COUNT: 175
LOCATION: DRESSING ROOMS 1 & 6

MENU INFORMATION

	QTY	PRICE/UNIT	TOTAL PRICE
FOOD & NON ALCOHOLIC BEVERAGES			
DRESSING ROOM #1			\$0.00
PREMIUM RELISH TRAYS	1	\$25.00	\$25.00
PREMIUM CHEESE AND CRACKERS	2	\$30.00	\$60.00
PREMIUM FRUITS AND VEGTABLES	1	\$126.60	\$126.60
PREMIUM HOT HORS D'OEUVRES	1	\$450.00	\$450.00
PREMIUM SANDWICHES	1	\$410.75	\$410.75
DRESSING ROOM #6			\$0.00
ASSORTED MISC	1	\$23.00	\$23.00
COLD MEATS	1	\$27.47	\$27.47
BEVERAGES	1	\$14.45	\$14.45
SMALLWARES TAKEN ON BUSES	1	\$20.00	\$20.00
SOFT DRINKS	150	\$0.35	\$52.50
			\$0.00
LIQUOR PERMIT	1	\$20.00	\$20.00
GLASS & CHINA RENTAL			\$691.20
LINEN			\$112.50
TOTAL FOOD			\$2,033.47

ALCOHOLIC BEVERAGES

ITEM	QTY	PRICE/UNIT	TOTAL PRICE
LIQUOR (BOTTLE)	3.1	\$26.00	\$80.60
WINE 1500ML	2	\$10.95	\$21.90
BEER	27	\$1.04	\$28.08
WINE 750 ML	12	\$5.90	\$70.80
			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
TOTAL ALCOHOLIC BEVERAGES			\$201.38

TOTAL FOOD	\$2,033.47	ADMINISTRATION FEE	\$169.24
TOTAL BEVERAGE	\$201.38	8% P.S.T.	\$254.68
LABOUR COSTS	\$1,150.00	10% P.S.T.	\$20.14
OTHER		GRATUITIES	\$507.73
SUB TOTAL	\$3,384.85	TOTAL COSTS	\$4,336.64

Corporation of the City of Hamilton
Memorandum

TO: Ms. P. Bennett, Secretary
H.E.C.F.I. Board of Directors
YOUR FILE:

FROM: Mr. J. J. Schatz, Secretary
Co-ordinating Committee
OUR FILE:
PHONE: 526-2728

SUBJECT: KING STREET WEST PEDESTRIAN BRIDGE
DATE: 1989 November 29

Further to your request of November 2, 1989 that the issue of the pedestrian bridge over King Street West be reviewed by the Co-ordinating Committee, attached please find a copy of an Information Report respecting this matter from Mr. D. W. Vyce, Director of Property, which was received by the Co-ordinating Committee at its meeting on November 23, 1989.



JJS/bc
att.

c.c. Mr. L. Sage, Chief Administrative Officer
Mr. D. W. Vyce, Director of Property
Mr. G. Macaluso, Managing Director/C.E.O., H.E.C.F.I.

FOR INFORMATION

REPORT TO: Mr. J. J. Schatz
Secretary, Co-ordinating Committee

FROM: Mr. D. W. Vyce
Director of Property

DATE: 1989 November 21
COMM FILE:
DEPT FILE: (2179)

SUBJECT: Pedestrian Bridge Repairs

BACKGROUND:

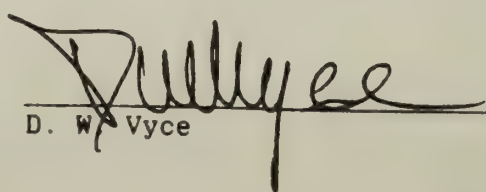
On November 14, 1989 during the "Questions of the Day" portion of the Council meeting, the direction given to staff was to proceed immediately to repair the pedestrian bridge across King Street West, notwithstanding various insurance issues have not as yet been resolved. The intent is for the City to repair the bridge initially at their cost, following which the City would then take all action necessary including court procedures, if required to collect all funds expended towards the repair of the bridge from the insurance companies of those persons who committed the damage.

On Monday, November 20, 1989, Mr. D. Keba, Project Manager of our Architectural Division and myself met with officials of Pigott Construction, the company that originally put the bridge in place. Pigott Construction have the intimate knowledge of the bridge, its construction, the materials used and the subtrades employed. Without doubt, they are in the best position to conduct these repairs on behalf of the City.

I have discussed the issue with Pigott officials and asked them to submit a proposal to repair the bridge. Their proposal it is hoped would be inclusive of all costs, with the exception of any structural repairs which might be necessary and can only be revealed after the exterior cladding of the bridge is removed. We have stressed the need for the repairs to be conducted within three months time. I enclose herewith a copy of the minutes of our meeting.

Assuming the Pigott proposal is fair and reasonable, we will be recommending that they be retained to conduct the repairs initially at the cost of the City, with the City recovering the costs through legal remedies, if necessary, from the various insurance companies.

We will keep you advised of our progress.


D. W. Vyce

- c.c. - Mr. L. Sage, Chief Administrative Officer
- Mr. R. Martiniuk, Manager, Architectural Division
 - Mr. R. Martiniuk, Manager, Architectural Division
Attention: Mr. D. Keba, Project Manager
 - Mr. E.C. Matthews, City Treasurer
 - Mr. P.R.A. Hooker, Acting City Solicitor

ARCHITECTURAL DIVISION
PROPERTY DEPARTMENT
CITY OF HAMILTON

MINUTES OF MEETING

SUBJECT: Repairs to Pedestrian Bridge King St. W.
Project No. AD-87-060

DATE: 89-11-20

TIME: 10:30 a.m. - 11:30 a.m.

LOCATION: Pigott Construction Co. Ltd, Offices 4 Hughson St. S.
Hamilton, Ontario

PRESENT: G. Reinhold Duld - General Manager, Pigott Construction.
Doug Hazelwood - Project Manager, Pigott Construction
Dan Vyce - Director, Property Department City
of Hamilton
Don Keba - Project Manager, City of Hamilton,
Architectural Division

BUSINESS:

1. Purpose of the meeting to ask Pigott Construction Co. Ltd. to give the City of Hamilton a price to repair the King Street W. Pedestrian Bridge.
2. Informed Mr. Duld that there has been three accidents since April of 1987 and that the damage from each would have to be separated for insurance purposes.
3. Mr. Duld expressed concern that matching the existing damaged panels may be very difficult, but he would call the panel manufacture and see what could be done.
4. Asked Mr Duld to give the City a price to repair damage to include - removal, inspection, permits, street closing erection etc. If during the inspection stage structural damage was discovered he would work on a cost plus basis.
5. Mr. Duld inquired as to how quickly we wanted the job finished? to which we replied; within three months.
6. It was left that Mr. Duld would start working on a price immediately and get back to us as soon as possible.

D.K.

Attachment 5.1.1

URBAN MINUTE

MINUTE

GOVERNMENT ACCOUNTANTS

5.1.1

Executive Committee Minutes of December 4, 1989

THE HAMILTON ENTERTAINMENT AND
CONVENTION FACILITIES INC.

EXECUTIVE COMMITTEE

Monday, December 4, 1989

12:30 p.m.

Copps Coliseum
Hamilton Room

REGULAR SESSION

PRESENT: Ald. J. Gallagher, Chairman
Ald. T. Murray
Ald. M. McCulloch
Ald. D. Agostino
Mr. N. Levitt
Mr. W. H. McFarland

ALSO

PRESENT: Mr. G. Macaluso
Mr. J. Leuser
Mr. S. Dockman
Mr. J. Crane
Mr. R. DiFilippo
Mrs. H. Evans, Acting Secretary

REGRETS: Mr. T. Burrows

GUESTS: Mr. G. Kwiatowski

1. Chairman's Remarks

The Chairman called the meeting to order at 1:00 p.m.

2. Minutes of Previous Meeting

It was

MOVED by Ald. Agostino, seconded by Ald. Murray

THAT THE NOVEMBER 8, 1989 HECFI EXECUTIVE COMMITTEE REGULAR
MINUTES BE ACCEPTED AS CIRCULATED.

MOTION CARRIED.

3. Business Arising From Minutes

nil

4. Marketing Service Report For November

It was

MOVED BY Ald. Murray, seconded by Mr. McFarland

THAT THE MARKETING SERVICES REPORT AS PREPARED BY THE MARKETING SERVICES MANAGER BE RECEIVED AS INFORMATION FOR SUBMISSION TO THE BOARD.

MOTION CARRIED.

5. Committee Reports

5.1 Copps Coliseum Committee

It was

MOVED by Ald. Murray, seconded by Mr. McFarland

THAT THE COPPS COLISEUM COMMITTEE REPORT OF ITS MEETING ON NOVEMBER 22, 1989 BE RECEIVED AS INFORMATION.

MOTION CARRIED.

5.2 Hamilton Place Committee

At the Executive Committee meeting the Committee members amended Item 1 of the Hamilton Place Committee Tenth Report of November 23, 1989.

It was

MOVED by Ald. Agostino, seconded by Ald. McCulloch

THAT DAVID DAYLER BE PERMITTED TO CONDUCT A CHILDREN'S THEATRE WORKSHOP IN HAMILTON PLACE;

THAT HAMILTON PLACE NOT BE FINANCIALLY INVOLVED IN THIS PROJECT OTHER THAN THAT SPACE BE PROVIDED; AND

THAT HECFI BE RECOGNIZED AND IDENTIFIED AS A SPONSOR FOR THE CHILDREN'S THEATRE WORKSHOP AT HAMILTON PLACE THEATRE.

MOTION CARRIED.

It was

MOVED by Ald. Agostino, seconded by Ald. McCulloch

THAT THE HAMILTON PLACE COMMITTEE REPORT OF ITS MEETING ON NOVEMBER 23, 1989 BE RECEIVED AS INFORMATION.

MOTION CARRIED.

5.3 Hamilton Convention Centre Committee

It was

MOVED by Mr. Levitt, seconded by Mr. McFarland

THAT THE HAMILTON CONVENTION CENTRE COMMITTEE REPORT OF ITS MEETING ON NOVEMBER 24, 1989 BE RECEIVED AS INFORMATION.

MOTION CARRIED.

5.4 Committee Report - Contract Security Services
For HECFI Facilities

Mr. Gabe Macaluso, Managing Director/C.E.O., informed the Committee members that he has been advised that Hamilton Place presently employs Pinkerton of Canada Ltd. Mr. Gabe Macaluso, Managing Director/C.E.O., proposed that the tenders now include Hamilton Place and that Hamilton Place receive the same services at the same contracted cost.

6. Consolidated Unaudited Operating Results For
The Ten Month Period Ended October 31, 1989

6.1 For HECFI

It was

MOVED by Mr. McFarland, seconded by Ald. Murray

THAT THE CONSOLIDATED UNAUDITED OPERATING RESULTS FOR HECFI FOR THE TEN MONTH PERIOD ENDED OCTOBER 31, 1989 BE RECEIVED AS INFORMATION.

MOTION CARRIED.

6.2 For CUP

It was

MOVED by Ald. Murray, seconded by Ald. Agostino

THAT THE CONSOLIDATED UNAUDITED OPERATING RESULTS FOR CUP FOR THE TEN MONTH PERIOD ENDED OCTOBER 31, 1989 BE RECEIVED AS INFORMATION.

MOTION CARRIED.

7. New Business

7.1 Special Events Subsidy Fund Application -
Hamilton Tiger Cat Rally, November 28, 1989

It was

MOVED by Mr. Levitt, seconded by Ald. McCulloch

THAT THE BASIC BUILDING FEE OF \$6,500 PER DAY AND EVENT CHARGES NOT TO EXCEED \$3,000 FOR THE USE OF COPPS COLISEUM BY THE CITY OF HAMILTON FOR A "HAMILTON TIGER CAT RALLY", TUESDAY, NOVEMBER 28, 1989 BE FINANCED BY THE HECFI SPECIAL EVENTS SUBSIDY FUND.

MOTION CARRIED.

7.2 Special Events Subsidy Fund Application -
Lech Walesa - Working Together For A Better
World, November 12, 1989

It was

MOVED by Ald. Agostino, seconded by Mr. Levitt

THAT THE SPECIAL EVENTS SUBSIDY FUND APPLICATION FOR THE LECH WALESA, "WORKING TOGETHER FOR A BETTER WORLD", BE REFERRED TO THE NEXT HECFI EXECUTIVE COMMITTEE MEETING OF JANUARY 10, 1989 ALONG WITH AN EXPLANATION OF THE INVOICE RECEIVED FROM VOLUME SERVICES IN THE AMOUNT OF \$4,336.64 IN RELATION TO LECH WALESA.

MOTION CARRIED.

7.3 Special Events Subsidy Fund Application -
Canadian Country Music Association
Award Winners. March 16, 1990

At the Executive Committee meeting the recommendation was amended to include the names Hamilton. Hamilton Place and Canada as being promoted where possible so that Hamilton may receive maximum exposure during the event.

It was

MOVED by Mr. McFarland. seconded by Mr. Levitt

THAT THE RENTAL FEE OF APPROXIMATELY \$10,800 FOR THE CANADIAN COUNTRY MUSIC ASSOCIATION AWARD WINNERS BEING HELD ON MARCH 16, 1990 BE FINANCED FROM THE SPECIAL EVENTS SUBSIDY FUND; AND

THAT THE NAMES HAMILTON, HAMILTON PLACE AND CANADA BE PROMOTED WHERE POSSIBLE SO THAT HAMILTON MAY RECEIVE MAXIMUM EXPOSURE.

NOTE: THE POLICY GOVERNING THE SPECIAL EVENTS SUBSIDY FUND PRECLUDES MANAGEMENT FROM RECOMMENDING OUT-OF-POCKET EXPENSES SUCH AS BOX OFFICE FEES AND IATSE CHARGES BE FUNDED VIA THE SPECIAL EVENTS SUBSIDY FUND.

MOTION CARRIED.

7.5 Replacement Of Summers Lane Glass Doors

The recommendation for the replacement of the Summers Lane Glass Doors was amended to include the cost of the installation not to exceed \$25,000.

It was

MOVED by Mr. McFarland. seconded by Mr. Levitt

THAT APPROVAL BE GIVEN TO TENDER FOR THE SUPPLY AND INSTALLATION OF KAWNEER INSTITUTIONAL "240" SERIES DOORS WITH SERIES 3000 STYLING ACCENTS FOR THE SUMMERS LANE ENTRANCE TO THE HAMILTON CONVENTION CENTRE; AND

THAT THE COST OF THE INSTALLATION OF THE DOORS AT THE HAMILTON CONVENTION CENTRE IS NOT TO EXCEED \$25,000.

MOTION CARRIED.

7.5 Staff Reduction And Reclassifications In
The Finance And Administration Department

It was

MOVED by Ald. McCulloch, seconded by Ald. Murray

- (A) THAT, EFFECTIVE MARCH 1, 1990, THE OVERALL STAFFING FOR THE FINANCE AND ADMINISTRATION DEPARTMENT BE REDUCED BY ONE POSITION.
- (B) THAT THIS REDUCTION TO THE STAFFING COMPLEMENT BE DONE IN CONJUNCTION WITH THE FOLLOWING TWO RECLASSIFICATIONS, WHICH ARE REQUIRED IN ORDER TO REALIGN RESPONSIBILITIES IN THE DEPARTMENT:
 - (1) THAT MS. KIM TURNER BE RECLASSIFIED FROM THE POSITION OF JUNIOR ACCOUNTING CLERK TO THE POSITION OF SENIOR ACCOUNTING CLERK WHICH IS IN SALARY PAY GRADE 11 (\$26,848.64 TO \$31,573.36).
 - (11) THAT MR. RON WILSON BE RECLASSIFIED FROM THE POSITION OF FINANCE OFFICER TO THE POSITION OF SENIOR FINANCE OFFICER WHICH IS IN SALARY PAY GRADE 13 (\$32,149.52 TO \$37,911.12).

NOTE: THE EFFECT OF IMPLEMENTING THE ABOVE RECOMMENDATION WILL BE AN OVERALL ANNUAL SAVING IN SALARY AND BENEFIT COSTS OF APPROXIMATELY \$17,400.

MOTION CARRIED.

7.6 Ticket Service Fees On Telephone And Mail Orders

It was

MOVED by Ald. Agostino, seconded by Mr. Levitt

THAT APPROVAL BE GIVEN TO INCREASE SERVICE FEES CHARGED TO THE PUBLIC ON TICKETS ORDERED EITHER BY TELEPHONE OR MAIL, EFFECTIVE JANUARY 1, 1990 AS FOLLOWS:

- (1) ON TELEPHONE ORDERS - \$1.75 PER TICKET (PRESENTLY \$1.50 PER TICKET)
- (11) ON MAIL ORDERS - \$2.50 PER ORDER OF TICKETS (PRESENTLY \$2.00 PER ORDER).

MOTION CARRIED.

7.7 Pier Diem Travel Rates

It was

MOVED by Ald. Murray, seconded by Ald. Agostino

THAT, EFFECTIVE JANUARY 1, 1990, HECFI ADOPT THE CITY'S PER DIEM RATE OF \$65.00 FOR AUTHORIZED REPRESENTATIVES WHILE ATTENDING CONFERENCES, CONVENTIONS OR WHILE TRAVELLING ON HECFI BUSINESS. FOR TRAVEL OUTSIDE OF CANADA, A RATE OF \$65.00 U.S. FUNDS WILL APPLY; AND

THAT THE DIRECTOR OF FINANCE AND ADMINISTRATION BE AUTHORIZED TO INCREASE THE ABOVE RATE ANNUALLY AT JANUARY 1ST BY THE SAME INCREASE SET BY THE CITY OF HAMILTON.

MOTION CARRIED.

8. Other Business

8.1 Correspondence Received - Festitalia '89

It was

MOVED by Ald. Agostino, seconded by Ald. Murray

THAT THE CORRESPONDENCE RECEIVED FROM FESTITALIA '89 BE RECEIVED AS INFORMATION.

MOTION CARRIED.

8.2 Correspondence Received - John Johnston,
Commissioner Of Human Resources

It was

MOVED by Mr. Levitt, seconded by Ald. McCulloch

THAT THE CORRESPONDENCE RECEIVED FROM MR. JOHN JOHNSTON,
COMMISSIONER OF HUMAN RESOURCES, BE RECEIVED AS INFORMATION.

MOTION CARRIED.

8.3 Correspondence Received - Parking
Enforcement Around HECFI Properties

The HECFI Executive Committee directed the Committee Secretary to prepare a letter to Mr. Lou Sage, Chief Administrative Officer, expressing concern of the results of the parking enforcement.

It was

MOVED by Ald. Murray, seconded by Ald. Agostino

THAT THE CORRESPONDENCE RECEIVED IN REGARDS TO PARKING
ENFORCEMENT AROUND HECFI PROPERTIES BE RECEIVED AS INFORMATION.

MOTION CARRIED.

9. Date of Next Meeting

Wednesday, January 10, 1990

10. Motion to Move In-Camera

It was

MOVED by Ald. McCulloch, seconded by Ald. Murray

THAT THE IN-CAMERA SESSION COMMENCE (1:40 p.m.)

MOTION CARRIED.

The following motions were carried in the in-camera session:

THAT THE NOVEMBER 8, 1989 IN-CAMERA MINUTES BE ACCEPTED AS CIRCULATED.

THAT THE REPORT ON LEGAL FEES AND PAYOUT ON CLAIMS BE RECEIVED AS INFORMATION.

THAT THE MANAGING DIRECTOR/C.E.O. AND THE DIRECTOR OF FINANCE AND ADMINISTRATION BE AUTHORIZED TO PROCESS AND APPROVE THE SETTLEMENT OF CLAIMS OF UP TO \$1,000.

THAT APPROVAL BE GIVEN TO CONSIDER FUNDING IN THE 1990 OPERATING BUDGET FOR A PROGRAM OF SERVICE AWARDS AND PINS TO RECOGNIZE LENGTH OF SERVICE IN INCREMENTS OF FIVE YEARS AT AN INITIAL ESTIMATED COST OF \$7,211.76, OVERALL COST NOT TO EXCEED \$8,000.00.

THAT THE REPORT RELATIVE TO THE STATUS OF ACCOUNTS RECEIVABLES FOR HECFI BE RECEIVED AS INFORMATION.

THAT THE REPORT RELATIVE TO THE MEETING WITH BACH ELGAR CHORAL SOCIETY REGARDING SCHEDULE OF REPAYMENT BE RECEIVED AS INFORMATION.

THAT THE COPPS COLISEUM COMMITTEE REPORT OF ITS MEETING ON NOVEMBER 22, 1989 BE RECEIVED AS INFORMATION.

THAT THE HAMILTON PLACE COMMITTEE REPORT OF ITS MEETING ON NOVEMBER 23, 1989 BE RECEIVED AS INFORMATION.

THAT THE HAMILTON CONVENTION CENTRE COMMITTEE REPORT OF ITS MEETING ON NOVEMBER 24, 1989 BE RECEIVED AS INFORMATION.

THAT THE FINANCE AND STATISTICAL INFORMATION REPORTS ON EVENTS FOR THE TEN MONTH PERIOD ENDED OCTOBER 31, 1989 FOR COPPS COLISEUM BE RECEIVED AS INFORMATION.

THAT THE FINANCE AND STATISTICAL INFORMATION REPORTS ON EVENTS FOR THE TEN MONTH PERIOD ENDED OCTOBER 31, 1989 FOR HAMILTON CONVENTION CENTRE BE RECEIVED AS INFORMATION.

THAT THE FINANCE AND STATISTICAL INFORMATION REPORTS ON EVENTS FOR THE TEN MONTH PERIOD ENDED OCTOBER 31, 1989 FOR HAMILTON PLACE THEATRE BE RECEIVED AS INFORMATION.

THAT AN ANNIVERSARY INCREASE OF 3.5% BE APPROVED AS OF JULY 1, 1989 FOR THE DIRECTOR OF FINANCE AND ADMINISTRATION.

- (A) THAT MR. RICK DIFILIPPO, COMPTROLLER, RECEIVE A TEN PERCENT (10%) PAY INCREASE EFFECTIVE NOVEMBER 9, 1989 FOR ASSUMING ADDITIONAL DUTIES DURING THE ABSENCE OF A DIRECTOR OF HAMILTON PLACE THEATRE;
- (B) THAT MS. JANE HARTWELL, ACCOUNTING SUPERVISOR AND MR. RON WILSON, FINANCE OFFICER, EACH RECEIVE A TEN PERCENT (10%) PAY INCREASE EFFECTIVE NOVEMBER 9, 1989 FOR ASSUMING ADDITIONAL DUTIES WHILE THE COMPTROLLER IS ASSIGNED FURTHER DUTIES IN CONNECTION WITH THE ABSENCE OF A DIRECTOR OF HAMILTON PLACE THEATRE;
- (C) THAT THE TEN PERCENT (10%) PAY INCREASE WILL ONLY BE IN EFFECT UNTIL THE ABOVE EMPLOYEES RETURN TO THEIR NORMAL JOB DUTIES PRIOR TO NOVEMBER 9, 1989; AND
- (D) THAT THE ESTIMATED TOTAL COST OF \$2,100 FOR ITEMS A AND B ABOVE FOR THE BALANCE OF 1989 BE FINANCED FROM SAVINGS IN THE VACANCY OF THE POSITION OF DIRECTOR OF THE HAMILTON CONVENTION CENTRE.

THAT THE IN-CAMERA SESSION BE ADJOURNED AND THE REGULAR SESSION BE RE-CONVENED. (2:40 p.m.)

11. Adjournment

It was

MOVED by Ald. McCulloch, seconded by Mr. Levitt

THAT THE MEETING BE ADJOURNED. (2:40 p.m.)

MOTION CARRIED.

TAKEN AS READ AND APPROVED:

ALDERMAN JOHN GALLAGHER, CHAIRMAN

Heidi Evans, Acting Secretary

URBAN MURKIN
FALL 1991
GOVERNMENT DOCUMENTS

5.2

Copps Coliseum Committee First Report



**Copps
Coliseum**

Victor K. Copps
Trade Centre/Arena

101 York Boulevard
Hamilton, Ontario
Canada L8R 3L4
Tel. 416/527-7900

January 26, 1990.

**REPORT TO THE HECFI BOARD OF DIRECTORS
FROM THE COPPS COLISEUM COMMITTEE MEETING
OF JANUARY 24, 1990**

The Copps Coliseum Committee presents its **FIRST** Report from its meeting held January 24, 1990 and respectfully recommends the following:

1. Central Utilities Plant - Supply and Delivery of Feedwater Treatment Chemicals for 1990 and 1991: Open Order - Specialty Chemicals Limited

The option to renew the existing open order for the supply and delivery of feedwater treatment chemicals to be used in buildings serviced by the C.U.P. for an additional two (2) year term commencing 1990 January 1 be exercised by the Hamilton Entertainment and Convention Facilities Inc. in favour of Specialty Chemicals Limited.

NOTE: (i) Documentation is attached.

2. Central Utilities Plant - Contract Electrical Maintenance Services: Cipolla's Services Ltd.

The option to renew the existing contract for electrical maintenance services pertaining to HVAC equipment located in facilities serviced by the C.U.P. for an additional twelve (12) month period ending 1990 December 31 be exercised by the Hamilton Entertainment and Convention Facilities Inc. in favour of Cipolla's Services Ltd.

NOTE: (i) Documentation is attached.

3. Smoking in the Workplace: By-Law No. 89-370

Copps Coliseum enact By-Law No. 89-370 with respect to Smoking in the Workplace and that this By-Law be implemented on March 10, 1990.

NOTE: (i) Documentation is attached.

4. 1990-1994 Regular Capital Budget Programme for Copps Coliseum

The 1990-1994 Regular Capital Budget Programme for the Copps Coliseum, was approved as amended.

NOTE: (i) Amended documentation is attached

5. 1990-1994 Special Capital Budget Programme for Copps Coliseum Re: NHL and Development of Retail Space

The 1990-1994 Special Capital Budget Programme for Copps Coliseum Re: NHL and Development of Retail Space was approved as amended.

NOTE: (i) Amended documentation is attached.

6. 1990-1994 Capital Budget Programme for the Central Utilities Plant

The 1990-1994 Capital Budget Programme for the Central Utilities Plant was approved as amended.

NOTE: (i) Amended documentation is attached.

The following items are for information only:

1. Additional Private Boxes - Parkin Architects

A verbal report was presented by Mr. Lind Nyman of Parkin Architects with respect to architectural and/or structural options for additional private boxes.

2. Liquor Licence: Copps Coliseum

The Committee received for information the Managing Director's proposed procedure in respect of special occasion permits.

NOTE: (i) Documentation is attached.
(ii) It was noted that the proposed procedure is only an interim solution and that the matter of a blanket liquor licence, especially in respect to an NHL franchise, should continue to be pursued.

3. Hamilton Room - HECFI Picture Display

The Managing Director/CEO assured the Committee that this project will be finalized.

NOTE: (i) Documentation is attached.

4. Status Report on Confirmed Events/Performances at Copps Coliseum

The Status Report on Confirmed Events/Performances at Copps Coliseum; February to April 1990.

NOTE: (i) Documentation is attached.

5. Marketing Service Report - December 1989

The Marketing Services Report - December 1989.

NOTE: (i) Documentation is attached.

6. Consolidated Unaudited Operating Results for H.E.C.F.I.

The Consolidated Unaudited Operating Results for HECFI for the Eleven Month Period Ended November 30, 1989.

7. Unaudited Operating Results for the Central Utilities Plant

The Unaudited Operating Results for the Central Utilities Plant for the Eleven Month Period Ended November 30, 1989.

8. Client Evaluation/Correspondence/Comment Cards

The Client Evaluation/Correspondence/Comment Cards as submitted by the Director of Copps Coliseum, dated 1990 January 16.

NOTE: (i) Documentation is attached.

9. Report by the Director of Copps Coliseum

The Report by the Director of Copps Coliseum, dated January 16, 1990.

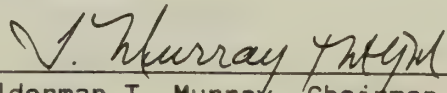
NOTE: (i) Documentation is attached.

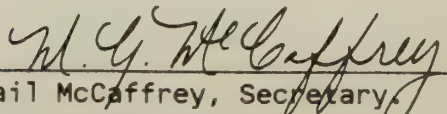
10. Direct Taxi Telephone Lines

The recommendation in respect of direct taxi telephone lines in Copps Coliseum was approved in principle pending clarification on the requirement that there will be no other taxi stand located within 1,000 feet of the main entrance.

NOTE: (i) Documentation is attached.

Respectfully submitted,


Alderman T. Murray, Chairman.


Gail McCaffrey, Secretary.



**Copps
Coliseum**

Victor K. Copps
Trade Centre/Arena

101 York Boulevard
Hamilton, Ontario
Canada L8R 3L4
Tel 416 527-7900

M E M O R A N D U M

FOR ACTION:

XXXX

TO:

Copps Coliseum Committee,
Attn: Ms. G. McCaffrey, Secretary

COPIES TO:

Mr. G. Macaluso, Managing Director/CEO
Mr. J. Leuser, Director, Finance & Administration

FROM:

Mr. John T. Crane
Director, Copps Coliseum

DATE:

1990 January 2

SUBJECT:

**CENTRAL UTILITIES PLANT - Supply and Delivery of
Feedwater Treatment Chemicals for 1990 and 1991;
OPEN ORDER - Specialty Chemicals Limited**

RECOMMENDATION:

That the option to renew the existing open order for the supply and delivery of feedwater treatment chemicals to be used in buildings serviced by the C.U.P. for an additional two (2) year term commencing 1990 January 1 be exercised by the Hamilton Entertainment and Convention Facilities Inc. in favour of Specialty Chemicals Limited.

BACKGROUND:

In May of 1989, the H.E.C.F.I. Board of Directors approved the establishment of an open order with Specialty Chemicals Limited for the supply and delivery of feedwater treatment chemicals to be used in buildings serviced by the C.U.P. for the year 1989 with the option in favour of H.E.C.F.I. to renew for an additional two (2) year term, i.e. 1990/91.

These chemicals are required for the treatment of feedwater utilized in the heating and cooling systems for City Hall, Library/Market, Copps Coliseum and C.U.P. proper. The combined cost for chemicals required for the above listed buildings totalled approximately \$18,000.00 in 1989.

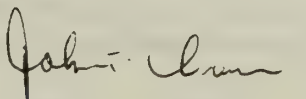
On the basis that;

- a) the service, i.e. delivery, problem diagnosis, compliance with WHMIS regulation, staff training and development provided by Specialty was very good in 1989;
- b) the anticipated increase in chemical cost will be limited to four and six percent in 1990 and 1991 respectively and;
- c) Specialty was the lowest of three (3) acceptable tenders originally received;

I am recommending that Specialty Chemicals Limited be issued an open order for an additional two (2) year term.

NOTE: The purchase of feedwater treatment chemicals is financed from the appropriate operating budget account established for each respective facility.

Respectfully submitted,


John T. Crane,
Director,
Copps Coliseum.

JTC:mgm



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M E M O R A N D U M

FOR ACTION:

XXXX

TO:

Copps Coliseum Committee,
Attn: Ms. G. McCaffrey, Secretary

COPIES TO:

Mr. G. Macaluso, Managing Director/CEO
Mr. J. Leuser, Director, Finance & Administration

FROM:

Mr. John T. Crane
Director, Copps Coliseum

DATE:

1990 January 2

SUBJECT:

**CENTRAL UTILITIES PLANT - Contract Electrical
Maintenance Services: Cipolla's Services Ltd.**

RECOMMENDATION:

That the option to renew the existing contract for electrical maintenance services pertaining to HVAC equipment located in facilities serviced by the C.U.P. for an additional twelve (12) month period ending 1990 December 31 be exercised by the Hamilton Entertainment and Convention Facilities Inc. in favour of Cipolla's Services Ltd.

BACKGROUND:

In September of 1986, the H.E.C.F.I. Board of Directors awarded the contract for electrical maintenance services for facilities serviced by the Central Utilities Plant to Cipolla's Services Ltd. for the term commencing 1986 July 1 to 1988 December 31, with the option in favour of H.E.C.F.I. to renew the contract for two (2) additional one year terms at the rates specified in the vendor's tender.

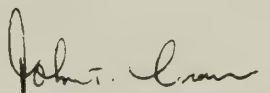
In March of 1989, the H.E.C.F.I. Board of Directors approved the renewal of this same contract for an additional one year term ending 1989 December 31.

Approval is now being sought to renew this contract for 1990, the final option year. As stipulated in the vendor's original tender, the monthly rate will increase from \$3,627.00 (1989) to \$3,665.00 in 1990 which represents an increase of 1.05 percent.

Cipolla's Services Ltd. have provided electrical maintenance services for C.U.P. serviced facilities, i.e. City Hall, Hamilton Place Theatre, Hamilton Convention Centre, Central Library and Farmers' Market, C.U.P. proper and the underground parking garage since 1985. Their performance with respect to contractual requirements has been very good.

On this basis, I am recommending that the option to renew the existing contract for an additional twelve (12) month term commencing 1990 January 1 be exercised in favour of Cipolla's Services Ltd.

Respectfully submitted,



John T. Crane,
Director,
Copps Coliseum.

JTC:mgm



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Coliseum**

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Hamilton, Ontario
Canada L8R 3L4
Tel. 416.527-7900

M E M O R A N D U M

FOR ACTION:

XXXX

TO:

Copps Coliseum Committee,
Attn: Ms. G. McCaffrey, Secretary

COPIES TO:

Mr. G. Macaluso, Managing Director/CEO
Mr. J. Leuser, Director, Finance & Administration

FROM:

Mr. John T. Crane
Director, Copps Coliseum

DATE:

1990 January 16

SUBJECT:

Smoking in the Workplace
By-Law No. 89-370

RECOMMENDATION:

That Copps Coliseum enact By-Law No. 89-370 with respect to Smoking in the Workplace and that this By-Law be implemented on March 10, 1990.

BACKGROUND:

This By-Law when implemented will eliminate smoking in all administrative work areas of the Coliseum including meeting rooms as well as other areas outlined.

An area on the arena floor level which will comply with the By-Law will be made available as a designated smoking room.

Respectfully submitted,

John T. Crane

John T. Crane,
Director,
Copps Coliseum.

JTC:mgm

Attachment

12/13/89

Bill No. E-11

The Corporation of the City of Hamilton

BY-LAW NO. 89-370

Respecting:

SMOKING IN THE WORKPLACE

WHEREAS it has been determined that environmental tobacco smoke (ETS) is irritating and discomforting, and a hazard to the health of the workers of the City of Hamilton;

AND WHEREAS it is desirable to reduce the effects of environmental tobacco smoke (ETS) in the workplace in accordance with the provisions of this by-law;

AND WHEREAS the City of Hamilton Act, 1989, which authorizes the Council of The Corporation of the City of Hamilton to enact by-laws to regulate smoking in workplaces in the City of Hamilton, received Royal Assent on the 13th day of July 1989.

AND WHEREAS the Council of The Corporation of the City of Hamilton, in adopting Item 1 of the 18th Report of the Legislation Committee at its meeting held on the 12th day of December 1989, authorized the preparation of a by-law to regulate workplace smoking as hereinafter provided;

NOW THEREFORE the Council of The Corporation of the City of Hamilton enacts as follows:

1. In this by-law,
 - (a) "Council" means the Council of The Corporation of the City of Hamilton;
 - (b) "designated smoking room" means an enclosed space that is set aside for use by smokers and clearly identified as such;
 - (c) "employee" includes a person who,
 - (i) performs any work for or supplies any services to an employer, in any capacity including a managerial capacity, or
 - (ii) receives any instructions or training in the activity, business, work, trade, occupation or profession of the employer;
 - (d) "employer" means a person who employs one or more workers or contracts for the services of one or more workers and includes a contractor or subcontractor who performs work or supplies services and a contractor or subcontractor who undertakes with an owner, constructor, contractor or subcontractor to perform work or supply services;
 - (e) "smoking" includes carrying a lighted cigar, cigarette, pipe, and "smoke" has a corresponding meaning;

- (f) "smoking policy" means a written policy that attempts to accommodate the preferences of non-smokers and smokers in a workplace;
- (g) "workplace" means any enclosed area of a building or structure in which an employee works.

Workplace Smoking Policy

2. (1) Every employer in the City of Hamilton shall, before 10 March 1990, adopt and implement a smoking policy in respect of each workplace under the control, supervision or ownership of the employer.

(2) Where a workplace is created or comes into existence after 10 March 1990, the employer responsible for such workplace shall, within 7 days after the workplace is created or comes into existence, adopt and implement a smoking policy in respect of each such workplace under the control, supervision or ownership of the employer.

(3) Subsections (1) and (2) shall not apply to workplaces or parts thereof that are regulated under City of Hamilton By-law No. 80-258, as amended, save and except for municipal offices.

3. Every employer required by this by-law to adopt and implement a smoking policy shall,

- (a) thereafter maintain that smoking policy in the workplace for which it was adopted,
- (b) give written notice of the adoption of the smoking policy to each employee in the workplace within 7 days after the day upon which the smoking policy in respect to that workplace was adopted,
- (c) erect and maintain signs, in accordance with section 10 of this by-law, indicating where smoking is permitted and where smoking is prohibited by the smoking policy, and
- (d) erect and maintain signs, in accordance with section 10 of this by-law, at every entrance to the workplace indicating that smoking is prohibited by the smoking policy, except in certain designated smoking rooms.

4. (1) Subject to section 5, every workplace smoking policy shall totally prohibit smoking in the workplace, or shall prohibit smoking in the workplace except in designated smoking rooms.

(2) Nothing in this by-law shall derogate from the right of an employer to establish a policy, at any time, that totally prohibits smoking in the workplace, and posting signs to that effect, or from the right of an employee to smoke-free workplace.

5. In establishing the designated smoking rooms under section 4, every employer shall take into account the concerns and preferences of both non-smoking and smoking employees.

6. Notwithstanding section 5, no reception area, lobby, hallway, washroom, private office or any other like space shall be designated as a smoking room.

7. (1) Every designated smoking room in an office building or other enclosed workplace constructed prior to 01 January 1991 shall be fully enclosed and ventilated.

(2) Notwithstanding subsection (1), every employer shall make reasonable efforts to ensure that a designated smoking room is independently ventilated to the outside.

(3) Every designated smoking room in an office building or other enclosed workspace constructed on or after 01 January 1991, shall be fully enclosed and independently ventilated directly to the outside.

8. (1) No person shall smoke in a workplace contrary to the smoking policy adopted for that workplace.

(2) No employer or supervisor shall permit smoking in a workplace contrary to the smoking policy adopted for that workplace.

9. Where an owner is not an employer, the owner shall not interfere with the employer in the performance of any of the duties imposed on an employer under any of the provisions of this by-law.

Signs

10. (1) Every sign that prohibits smoking shall comply with the following requirements:

1. Carry the text "NO SMOKING" in upper case or lower case letters, or a combination of both.
2. Consist of two contrasting colours, or consist of lettering contrasting to the background colour where the lettering is applied directly to surface or is mounted on a clear panel.
3. Consist of lettering not less than the height set out in column 2 of Table 1, for the corresponding maximum viewing distance in direct line of sight, in column 1.

TABLE 1

Distance in Feet (Column 1)	Height in Inches (Column 2)
10 or less	1
20	2
40	3
80	4
160	6
more or less	8

4. Include in the text at the bottom of each sign, "City of Hamilton By-law No. 89-370 Maximum Fine \$2,000" in letters and figures not less than,

- (a) 1/2 inch in height for signs with letter size of 1 inch, and
- (b) 1/4 of the height of the letters for all other sizes of signs having lettering greater than one inch.

(2) For the purpose of subsection 1, "letter height" means the actual height of the letter whether or not the letter is in lower case or in upper case.

11. (1) Notwithstanding section 10, a graphic symbol in accordance with subsection 4 of this section may be used to indicate no smoking areas.

(2) Every graphic symbol shall comply with the following requirements:

1. Include the text "City of Hamilton By-law No. 89-
Maximum Fine \$2,000" in letters and figures occupying at least 5% of the diameter of the circle of such symbol.
2. Consist of a white background having,
 - (a) a circle and interdictory stroke in red upon the background, and
 - (b) a cigarette, letters and figures in black, in accordance with the provisions of this section.
3. Consist of one of the following symbols:
4. Consist of a symbol shown in paragraph 3, having a diameter not less than the diameter set out in column 2 of Table 2 for the corresponding maximum viewing distance in direct line of sight, in column 1.

TABLE 2

Distance in Feet (Column 1)	Height in Inches (Column 2)
10 or less	4
20	6
40	8
80	12
160	16
more than 160	24

(3) Notwithstanding subsection (2), every graphic symbol may contain a directional arrow.

(4) Notwithstanding that the content of a graphic symbol contains a cigarette, the prohibition shall include a cigar, pipe or any other lighted smoking equipment.

Enforcement

12. (1) This by-law shall be enforced by the Licensing Division of the Clerk's Department for The Corporation of the City of Hamilton.

(2) No person shall hinder or obstruct an inspector lawfully carrying out the enforcement of this by-law.

Offence and Penalty

13. Any employer or supervisor who permits smoking in a workplace contrary to the smoking policy adopted for that workplace is guilty of an offence, and on conviction is liable to a fine not exceeding \$2,000.00, exclusive of costs, for each offence.

14. (1) Any employer who refuses, fails or neglects to perform any of the duties imposed upon an employer under any of the provisions of this by-law is guilty of an offence, and on conviction is liable to a fine not exceeding \$2,000.00, exclusive of costs, for each offence.

(2) Any owner who is not an employer and who interferes with an employer in the performance of any of the duties imposed upon an employer under any of the provisions of this by-law is guilty of an offence, and on conviction is liable to a fine not exceeding \$2,000.00, exclusive of costs for each offence.

15. In addition to the provisions of section 13 and 14, any person who smokes in contravention of any of the provisions of this by-law is guilty of an offence, and on conviction is liable to a fine not exceeding \$2,000.00, exclusive of costs, for each offence.

General

16. Any notice required by this by-law to be given by the employer shall be,

- (1) posted and kept continuously displayed in a prominent place which is accessible to all employees in the workplace, and
- (2) personally distributed to each employee in that employer's usual working area in the workplace.

12/13/89

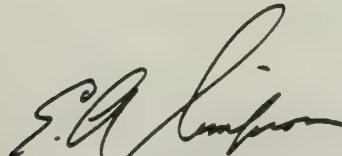
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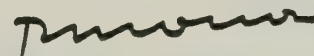
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17. This by-law comes into force and effect on the 1st day of March 1990.

18. This by-law may be cited as the "Workplace Smoking By-law".

READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED
on the 12th day of December 1989.


City Clerk


Mayor

(1988) 6 R.L.C. 1(a), April 26
(1988) 9 R.L.C. 21(d), July 26
(1989) 18 R.L.C. 1, December 12

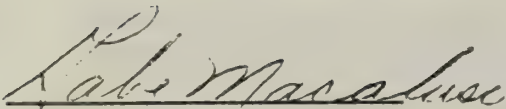


- iv) It was indicated by an LCBO representative that they will be sending to us application material necessary for us to register specific areas within the facility where special occasion permits may be required, i.e. Hamilton Room, dressing rooms, media lounge, private boxes. This will allow for a more expeditious processing of the required special occasion permit.

Management will ensure that all prospective licencees are advised of the foregoing.

Until the Ontario Legislature makes amendments to the Liquor Licencing Act we have no alternative but to comply with the present legislation.

In my discussion with Ms. Psallidas, she has informed me that the Liquor Licencing Act of Ontario is presently being reviewed and changes are expected to be forthcoming early in the new year. Hopefully these changes will assist us in delivering quality service to our clients.



Gabe Macaluso
Managing Director/CEO

Attachments



Hamilton
Entertainment
and Convention
Facilities Inc.

101 York Boulevard
Hamilton, Ontario
Canada L8R 3L4
Tel: 416 527-7900

ATTACHMENT "A"

October 19, 1989.

Mrs. D. Psallidas,
Liquor Licence Board of
Ontario,
55 Lakeshore Blvd. East,
Toronto, Ontario.
M5E 1A4

Dear Ms. Psallidas:

Subject: Liquor Licence No. 035010

Please accept this letter as a request for consideration to expand on the presently approved locations where food and beverage is being served at Copps Coliseum.

Copps Coliseum is a major trade centre/arena and entertainment complex in downtown Hamilton and basically competes for the same types of entertainment and other events as the SkyDome and Maple Leaf Gardens in Toronto. As such, we would like to extend our food and beverage service to the following areas of the Coliseum:

- (a) concession stands;
- (b) seating locations;
- (c) private boxes;
- (d) Hamilton Room (area used for Board meetings and receptions);
- (e) media lounge;
- (f) dressing rooms;
- (g) media box area;
- (h) arena floor area.

In reviewing the above, it is almost suggesting that we are asking for a blanket licence for Copps Coliseum which would be ideal. However, if that is not possible, the licencing of the specific areas listed would be of great assistance to us and our clients and the promoters who licence the use of the Coliseum.

REGULATION 581

under the Liquor Licence Act

GENERAL

INTERPRETATION

1. In this Regulation

(a) "aircraft" means a machine licensed by the Canadian Transport Commission established under the *Aeronautics Act* (Canada) for the transport of passengers by air on a regular or charter flight from any point in Ontario to any point inside or outside Ontario;

(b) "airport lounge" means a room in an airport restricted to passengers waiting to board a departing aircraft;

(c) "canteen" means a wardroom, mess, cafeteria, dining area, common room, or other room to which the public is not ordinarily admitted situated in or on a base, station, camp, campus, institution or other facility of,

(i) the Canadian Forces, for the use of the active or reserve units thereof and their guests;

(ii) a public police force, for the use of members thereof and their guests;

(iii) a university, including any post-secondary educational institution affiliated or federated with it, a college of applied arts and technology established under the *Ministry of Colleges and Universities Act* or other publicly financed post-secondary educational facility and municipal, provincial or federal conference centres used for educational purposes, for the use of the faculty, staff and students thereof and their guests, and

(iv) a hospital, rest home, convalescent home, home for the aged or other similar institution used by the patients, residents and staff thereof and their guests;

(d) "club" means a veterans' club, labour club or fraternal club or any organization

incorporated under the laws of Ontario, Canada or any province of Canada that,

(i) has as its primary objects matters of a social, recreational or patriotic nature

(ii) has not fewer than fifty *bona fide* members or where it is a branch of a veterans' club, not fewer than twenty-five veterans as *bona fide* members,

(iii) is not operated for pecuniary gain,

(iv) has been in active operation for not less than one year prior to the date of its application for a licence under the Act, and

(v) whose members, except in the case of a veterans' club, labour club or fraternal club, pay an annual membership fee of not less than \$10;

(e) "convention centre" means a building owned and operated by a municipality or agency thereof and used for the holding of conventions, meetings, receptions, trade shows, conferences and displays of every kind;

(f) "fraternal club" means a chartered branch of an established fraternal organization in Canada with not fewer than fifty members;

(g) "hotel" means an establishment in regular operation where, in consideration of payment, food and lodging are furnished to the public and having,

(i) in a municipality with a population of 100,000 persons or more, not less than fifty bedrooms,

(ii) in a municipality with a population of 10,000 persons or more but less than 100,000 persons, not less than twenty bedrooms, and

(iii) in any part of Ontario other than a part referred to in subclause (i) or (ii), not less than ten bedrooms.

- (d) theatres;
- (e) aircraft, railway cars, ships,
- (f) clubs,
- (g) hotels,
- (h) restaurants,
- (i) resorts,
- (j) manufacturer's premises;

- (k) outdoor areas adjoining licensed premises;
- (l) taverns,
- (m) outdoor areas located on resorts; and
- (n) convention centres. R.R.O. 1980, R. 581, s. 4

5.—(1) Subject to the provisions of section 23 of the Act and section 62 of this Regulation, each premises listed in Column 2 of the Table is eligible for the class of licence listed opposite thereto in Column 1 of the Table.

TABLE

COLUMN 1		COLUMN 2
Item	Class of Licence	Eligible Premises
1	Entertainment Lounge Licence	convention centre hotels restaurants taverns theatres
2	Dining Lounge Licence	aircraft, railway cars, ships canteens convention centre hotels restaurants taverns theatres recreational facilities resorts
3	Dining Room Licence	aircraft, railway cars, ships canteens convention centre hotels restaurants taverns theatres recreational facilities resorts
4	Lounge Licence	aircraft, railway cars, ships canteens convention centre hotels recreational facilities resorts taverns theatres
5	Public House Licence	aircraft, railway cars, ships canteens hotels recreational facilities taverns

	COLUMN 1	COLUMN 2
Item	Class of Licence	Eligible Premises
6	Club Licence lounge dining lounge	clubs
7	Patio Licence	outdoor areas adjoining or adjacent to a licensed premises or on outdoor area located on a resort
8	Hospitality Licence	aircraft, airport lounges, convention centres, manufacturer's premises, office of the Ontario Grape Growers Marketing Board St. Catharines, Ontario head office of Brewers Warehousing Company Limited 79 St. Clair Avenue East Toronto, Ontario Judges' dining room Supreme Court of Canada Building Ottawa, Ontario The Department of Finance of Canada 22nd and 23rd Floors of East Tower of L'Esplanade Laurier 140 O'Connor Street Ottawa, Ontario

1. Item 9 of the Table to subsection 5 (1) of Regulation 581 of Revised Regulations of Ontario, 1980, as made by section 2 of Ontario Regulation 520/82 and amended by section 1 of Ontario Regulation 318/84 and section 2 of Ontario Regulation 70/86, is further amended by adding the following sub-item in Column 2:

Canadian National
Exhibition Stadium,
Toronto

Ivor Wynne Stadium,
Hamilton

Landsdowne Park, Ottawa

Varsity Stadium, Toronto

licensed premises

SkyDome, Toronto

R.R.O. 1980, Reg. 581 of the Revised Regulations of Ontario, 1980, as made by section 2 of Ontario Regulation 520/82 and amended by section 1 of Ontario Regulation 318/84 and section 2 of Ontario Regulation 70/86, is further amended by adding the following sub-item in Column 2:

(2) Notwithstanding subsection (1), where premises have been issued a class of licence under *The Liquor Licence Act*, being chapter 250 of the Revised Statutes of Ontario, 1970, or any predecessor of that Act, and such premises are no longer eligible for that class of licence under subsection (1), such premises shall be deemed to continue to be eligible for that class of licence provided the premises have been in continuous operation under that class of licence.

(3) Where an establishment is serving the needs of a community of less than 10,000 persons in the matter of bedroom accommodation for the travelling public it shall be deemed to be a hotel notwithstanding that it does not comply with clause 1 (g).

(4) Notwithstanding subsection (1), where licensed premises were classified as a public house under *The Liquor Licence Act*, being chapter 250 of the Revised

Statutes of Ontario, 1970, or any predecessor of that Act, on the 2nd day of January, 1976, the premises are eligible for a lounge licence provided that,

- (a) new furnishings are provided;
- (b) a floor covering that complies with the provisions of the *Building Code Act* and the regulations made thereunder is installed in the licensed premises; and
- (c) the premises are remodelled in accordance with the provisions of this Regulation.

(5) Where a public house has been issued a lounge licence under subsection 5 (4), the Board shall re-classify public house as a tavern. R.R.O. 1980, Reg. 581, s. 5 (2-5).

VOLUME CONCESSION SERVICES INC.

ATTACHMENT "C"

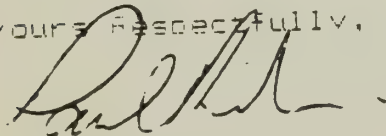
MEMO

TO: Mr. John Crane
FROM: Mr. Paul Randles
DATE: January 5 1990
COPIES: Mr. Alex Todd
SUBJECT: Special Occasion Permits

Although we have exclusive rights to all food and beverage sales and service within Copps Coliseum due to current liquor regulations the private boxes have to be serviced by the box holders. We will do everything we can to assist by providing food and non alcoholic beverages and other supplies.

Once the boxes and other related areas have become licensed we will provide our normal alcoholic beverage service.

Yours Respectfully,



Paul Randles
PR/hs



**Copps
Coliseum**

Victor K. Copps
Trade Centre/Arena

101 York Boulevard
Hamilton, Ontario
Canada L8R 3L4
Tel. 416-527-7900

M E M O R A N D U M

FOR INFORMATION:

XXXX

TO:

Copps Coliseum Committee,
Attn: Ms. G. McCaffrey, Secretary

COPIES TO:

Mr. G. Macaluso, Managing Director/CEO
Mr. J. Leuser, Director, Finance & Administration

FROM:

Mr. John T. Crane
Director, Copps Coliseum

DATE:

1990 January 18

SUBJECT:

HAMILTON ROOM - HECFI Picture Display

RECOMMENDATION:

For information purposes.

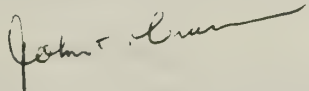
BACKGROUND:

Michael Dismatsek Photography was previously retained to photograph the members of the 1989 HECFI Board of Directors. This assignment was completed in November of 1989 and currently all portrait photographs are in his possession.

Mr. M. Dismatsek was requested to provide a quotation for the mounting and framing of the portrait photographs. Two framing styles, i.e. prefinished metal and natural wood, would be offered and the most suitable one selected. To date, Mr. Dismatsek has not provided the requested quotation.

The request for quotation will be followed up with Mr. Dismatsek immediately and it is anticipated that same will be reviewed at the next meeting of the Copps Coliseum Committee.

Respectfully submitted,



John T. Crane,
Director,
Copps Coliseum.

JTC:mgm



**Copps
Coliseum**

Victor K. Copps
Trade Centre/Arena

101 York Boulevard
Hamilton, Ontario
Canada L8R 3L4
Tel. 416/527-7900

REPORT TO COPPS COLISEUM COMMITTEE

REPORT TO : Copps Coliseum Committee
Attn: Ms. Gail McCaffrey, Secretary

FROM : Mr. J. T. Crane, Director, Copps Coliseum

COPIES TO : Ms. L. Stewart, Sales Executive, Copps Coliseum

DATE : January 17, 1990

RE : Status Report on Confirmed Events/Performances
at Copps Coliseum, February 1990 - April, 1990

February, 1990

11 Confirmed Events/Performances

1. OHL Hockey Game
Hamilton Dukes vs. Kingston Frontenacs
: February 1st
2. Hamilton Sportsman's Show
: February 8th, 9th, 10th, 11th
3. Legends of Hockey Series
: February 17th
4. OHL Hockey Game
Hamilton Dukes vs. Peterborough Petes
: February 18th
5. 1990 Hamilton Travelcamping Show
: February 22nd, 23rd, 24th, 25th

March, 1990

14 Confirmed Events/Performances

1. OHL Hockey Game
Hamilton Dukes vs. Cornwall Royals
: March 1st
2. OHL Hockey Game
Hamilton Dukes vs. Ottawa 67's
: March 3rd

Report To:

Copps Coliseum Committee - Status of

Confirmed Events/Performances - January 17, 1990

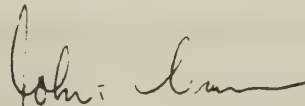
Page 2

3. OHL Hockey Game
Hamilton Dukes vs. Cornwall Royals
: March 4th
4. Harlem Globetrotters (DKD)
: March 7th
5. OHL Hockey Game
Hamilton Dukes vs. Peterborough Petes
: March 11th
6. Walt Disney's Magic Kingdom On Ice
: March 13th, 14th, 15th, 16th, 17th and 18th
7. "Grateful Dead" Concert (DKD)
: March 21st and 22nd
8. "New Kids On The Block" Concert (DKD)
: March 23rd

April, 1990

3 Confirmed Events/Performances

1. Wrestlemania VI (Tunney)
: April 1st
2. City of Hamilton Ringette Day
: April 8th
3. City of Hamilton Minor Hockey Championship Day
: April 14th



John T. Crane
Director

JTC:pm



Hamilton
Entertainment
and Convention
Facilities Inc.

101 York Boulevard
Hamilton, Ontario
Canada L8R 3L4
Tel. 416/527-7900

FOR INFORMATION

MEMO TO: COPPS COLISEUM COMMITTEE
HAMILTON PLACE THEATRE COMMITTEE
HAMILTON CONVENTION CENTRE COMMITTEE
H.E.C.F.I. EXECUTIVE COMMITTEE

FROM: Mary Webb, Marketing Services Manager

DATE: January 16, 1990

SUBJECT: **MARKETING SERVICES REPORT - DECEMBER 1989**

This report covers marketing and promotion for the month of December 1989 for Copps Coliseum, Hamilton Place Theatre and Hamilton Convention Centre.

COPPS COLISEUM

CANADA VS. USSR - DECEMBER 11, 1989

Handled all newspaper and radio advertising placements for Hockey Canada. Two late promotions were added -an intermission shootout and autograph session with Paul Henderson and Vladislav Tretiak and a voucher for a Little Caesar's spaghetti dinner was given to all patrons. The half-price coupon distributed by Esso and Texaco was very successful - 7,651 of 10,159 (75%) of all tickets purchased were discounted. A December 4 media conference with Henderson and Tretiak created wide media attention. Updated roster information and prepared media kits for game night.

HULKAMANIA - DECEMBER 14, 1989

Placed newspaper ads and distributed media releases for promoter. Arranged for CHCH-TV's Matt Hayes remote weather broadcast prior to event.

TORVILL AND DEAN - DECEMBER 26, 1989

Distributed posters, media releases and publicity photo and video material for promoter.

HECFI/SOVIET LUNCHEON - JANUARY 11, 1990

Hosted tribute at Hamilton Convention Centre. Arranged room set-up, menu, invitation list and video presentation. Scripted presentation and hosted tribute at Hamilton Convention Centre.

SPECTATOR INDOOR GAMES - JANUARY 12, 1990

Assisted promoters with December 5 media conference, accreditation and meet operations.

SHEILA COPPS RALLY - JANUARY 15, 1990

Assisted with site inspection, liaison with Volume Services and set-up design. Constructed mike block for building identification on camera.

LEGENDS OF HOCKEY - FEBRUARY 17, 1990

Discussions were held with promoter, Mr. Larry Regan with respect to ticket pricing and promotion. Arranged January 15 media conference and prepared media release. Minor Hockey Council is preparing a February 16th tribute dinner at the Hamilton Convention Centre. Will be working with Mr. Jack Wallace on this event.

DISNEY ON ICE - MARCH 13-18, 1990

Will be coordinating show publicity. Posters are now being distributed. Several meetings have been held with promoter, Mr. Joe Lewi with respect to promotional approach and publicity ideas.

1990 MEMORIAL CUP/DUKES

Marketing and Organizing Committees continue to meet regularly. Will be coordinating \$20,000. advertising budget with Norm Marshall. Work has begun on a ticket sale brochure.

NHL EXPANSION

Promotional work with Gerry Patterson continues. Have developed and received 8' X 10' Instand display and 12 photo panels. Promotional items that have been developed include City of Hamilton pens, "We're Ready" caps, toques, buttons, luggage tags, decals, tape labels and media folders. A six minute video presentation was compiled and edited with the assistance of Mr. Paul Hendrick. A fourteen page executive summary was written and produced. Leather portfolio which included information package, Simon Chung scarves, video tape and promotional items was sent to each NHL Governor and alternate prior to December meetings in Florida. A December 11th media conference in the Hamilton Room presented City's bid to local journalists.

CANADIAN FIGURE SKATING ASSOCIATION

Coordinated January 9 site inspection of Copps Coliseum and luncheon at Hamilton Convention Centre took place January 9. CFSA is looking to Hamilton as site of future Canadian or World Championships.

HAMILTON PLACE THEATRE

DICK WHITTINGTON - DECEMBER 19-23, 1989

Over \$25,000. in free promotion was received on television and radio during the Hamilton campaign in addition to print and radio interviews. Despite strong marketing, box office results were disappointing. Reports from other venues across the country indicated that the show did not sell in any market. When a show doesn't sell it's usually a combination of reasons causing this but one factor should be addressed for the future and that is the ticket price. Regardless of \$2.00 off for children the price is high for a family show. One third (1/3) of all children's tickets sold were sold for the Tuesday 1/2 price children's special performance which would indicate a price resistance. The patrons seem to want to sit in the best seats but perhaps cannot afford them. Of the 6,029 tickets sold 245 were 2nd balcony low priced tickets compared to 4,801 of the higher priced seats (48% of those available). In 1983 our top ticket for the Christmas Family musical was \$9.50, now a top ticket is \$23.50. Response to group bookings was very disappointing.

ROBERT BURNS - JANUARY 21, 1990

Show is being promoted on Scottish radio programs. Marketing Services handling print advertising and setting up advance interviews. Promoter is promoting show throughout Scottish community.

MAME - JANUARY 24 & 25, 1990

CHCH-TV as the presenter will contribute over \$10,000. in free promotion. Contra has been negotiated with various radio stations amounting to over \$1,000. free advertising. Interviews for Patrice Munsel have been set up. Five Hundred (500) tickets have been sold to groups for the matinee performance.

OH CALCUTTA - JANUARY 26, 1990

Marketing Services handling print campaign for promoter. Advised on media interviews and radio paid promotion.

HUNGARIAN STATE FOLK ENSEMBLE - JANUARY 29, 1990

Targeting show at ethnic community through mailings, print and radio promotion.

MR. DRESSUP - FEBRUARY 11, 1990

Working with promoter on print campaign.

IAN TYSON - FEBRUARY 16, 1990

Negotiated a CHAM radio presents for \$3,000. free promotion. Created and implementing print campaign. Setting up advance interviews.

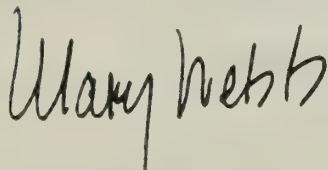
HAMILTON CONVENTION CENTRE

On December 18, 1989 Marketing Services and Hamilton Convention Centre Sales Staff attended the final meeting with Steve Dockman, Operations Manager, Hamilton Convention Centre; final in view of the appointment of Mr. Barry Snetsinger as Director of Marketing, under whose responsibility the Marketing and Sales Department will fall.

Those in attendance were brought up-to-date with regards to the photograph being supplied by TDF Artists in Toronto which is in the final stages of retouching. It is hoped that production of the display can commence early in 1990 as part of the new budget and with the approval of Mr. Snetsinger.

New "General Information" and "Fact Sheets" were ordered from and supplied by Stirling Print All.

Respectfully submitted,



Mary Webb
MARKETING SERVICES MANAGER

MW/cb



**Copps
Coliseum**

Victor K. Copps
Trade Centre/Arena

101 York Boulevard
Hamilton, Ontario
Canada L8R 3L4
Tel. 416 527-7900

MEMORANDUM

FOR INFORMATION:

XXXX

TO:

Copps Coliseum Committee,
Attn: Ms. G. McCaffrey, Secretary

FROM:

Mr. John T. Crane
Director, Copps Coliseum

DATE:

1990 January 16

SUBJECT:

Client Evaluation/Correspondence/Comment Cards

RECOMMENDATION:

For information purposes only.

RECEIVED NOV 29 1989

245 Matheson Blvd. East, Unit 9,
Mississauga, Ontario, L4Z 3C9
Telephone: (416) 890-6969
Fax: (416) 890-7354

November 13, 1989

Mr. John Crane
Director
Copps Coliseum
101 York Blvd.
Hamilton, Ontario
L6R 3L4

Dear John & Staff:

Well another Auto Show passes and we've surpassed ourselves again.

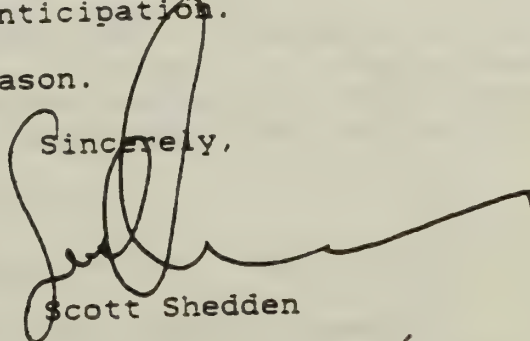
We are pleased to announce that the 1989 Hamilton International Auto Show was an overwhelming success.

It truly is a pleasure working with such professionals and I must commend you and your staff for you are truly the best in the business.

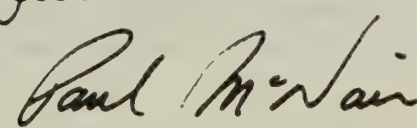
Please pass along our appreciation to all involved and we look forward to next year with great anticipation.

All the best this holiday season.

Sincerely,



Scott Shedden



Paul McNair

:lh
cc: All Staff



Dr. H. Ian Macdonald
Chairman of the Board/President
Président du Conseil d'Administration/Président

December 20, 1989

Mr. John Crane
Arena Manager
Copps Coliseum
101 York Boulevard
Hamilton, Ontario
L8R 3L4

Dear Mr. Crane:

I wanted to say, personally, how much I enjoyed my two recent visits to Hamilton, the first for the press conference on December 4, and then for the game against the Soviets on December 11. As always, I appreciated the hospitality in the Copps Coliseum and the comfortable arrangements that were made on behalf of me and my guests. We were particularly pleased to have the opportunity of recognizing our sponsors as well.

With very best wishes,

Yours sincerely,

H. Ian Macdonald
Chairman

Children's Hospital

at Chedoke-McMaster

Box 2000, Station 'A', Hamilton, Ontario L8N 3Z5 (416) 521-2100

January 3, 1990

Mr. David Watkins,
Public Relations Manager,
Copps Coliseum,
101 York Blvd.,
Hamilton, Ontario.
L8R 3L4

Dear Mr. Watkins:

On Thursday, December 14, 1989 I accompanied one of our pediatric patients to the wrestling event at your facility. On behalf of the staff at McMaster University Medical Centre, Children's Hospital, I would like to thank you and your outstanding staff for being so accommodating.

The ability of your staff to handle things in such a professional and efficient manner enabled this patient to participate in a normal life experience despite his deteriorating medical status. In particular, I would like to express a special thank you to Julien Nicholson (Box Office) for obtaining the tickets to the event and for communicating our special circumstances to other appropriate persons. As well, the presence and skills of John Elder (Event Manager) and Mark Irwin (Medical Staff) were very appreciated.

Unfortunately, I cannot adequately express how meaningful this experience was to the patient involved, except to say that it brought a wonderful smile to his face.

I am enclosing a personal letter from Kenny which was written 11 days prior to his death. On behalf of this patient's family and our staff, please accept our sincere appreciation. May I commend you on the fabulous organization you manage.

Sincerely,

Fiona Beveridge-Valiquette

Fiona Beveridge-Valiquette,
Certified Child Life Specialist.

pb

Encl.

cc. Mr. John Crane, Director, Copps Coliseum ✓
Dr. M. Pai, Children's Hospital
Mrs. R. Snider, Child Life Director

Chedoke-McMaster Hospitals

Affiliated with the
Faculty of Health Sciences, McMaster University

To the people at COPPS

I just want to say thank for what you did
for us. The seats were perfect your staff

was right ~~later~~ ^{there} when we walked in. There was
some body else to take us to our seats.

The wrestle was great like I got to see
some of my favourite ^{wrestlers} up close. I didn't get
to see Hulk Hogan fight because I threw up.

I will be there the next time he comes
around.

Yours
Truly

Kenny Edwards



**Copps
Coliseum**
Victor K. Copps
Trade Centre/Arena

COMMENT CARD

101 York Boulevard
Hamilton, Ontario
Canada L8R 3L4
Tel. 416-527-7900

THANK YOU FOR ATTENDING EVENTS AT COPPS COLISEUM.

YOUR COMMENTS ARE VERY MUCH APPRECIATED. IN ORDER THAT WE MAY CONTINUE TO STRIVE FOR EXCELLENCE IN OUR OPERATION, PLEASE TAKE THE TIME TO FILL OUT OUR COMMENT CARD.

NAME OF EVENT: Jr. A. Hockey

DID YOU ENJOY THE EVENT? _____

WERE YOU SATISFIED WITH

	YES	NO	COMMENTS
STAFF	☐	☐	<u>Excellent.</u>
FACILITY	☐	☐	
CONCESSIONS	☐	☐	
OTHER	☐	☐	
SUGGESTIONS: _____			

NAME: R. W. McCoubie
ADDRESS: Niagara Falls
PHONE NUMBER: _____

THANK YOU



**Copps
Coliseum**
Victor K. Copps
Trade Centre/Arena

COMMENT CARD

101 York Boulevard
Hamilton, Ontario
Canada L8R 3L4
Tel. 416-527-7900

THANK YOU FOR ATTENDING EVENTS AT COPPS COLISEUM.

YOUR COMMENTS ARE VERY MUCH APPRECIATED. IN ORDER THAT WE MAY CONTINUE TO STRIVE FOR EXCELLENCE IN OUR OPERATION, PLEASE TAKE THE TIME TO FILL OUT OUR COMMENT CARD.

NAME OF EVENT: OHL HOCKEY

DID YOU ENJOY THE EVENT? YES

WERE YOU SATISFIED WITH:

	YES	NO	COMMENTS
STAFF	☒	☐	<u>BEAUTIFUL ARENA, BETTER THINK (ONCE) AGAIN, ABOUT DEC. 7-9 IN FLORIDA.</u>
FACILITY	☒	☐	
CONCESSIONS	☒	☐	
OTHER	☒	☐	
SUGGESTIONS: _____			

TIME FOR AN NHL HOCKEY
TEAM. REGARDLESS OF HOW THE
DUKES ARE PLAYING, IN MY OPINION
PEOPLE IN HAMILTON AND OUTLYING
AREAS WOULD LIKE TO SEE THE PROS.

NAME: JOE CURCURU
(PERMANENT)
ADDRESS: 92 GLEN FOREST DR. HAM. ONT.
PHONE NUMBER: 561-2905

THANK YOU

COMMENT CARD

101 York Boulevard
Hamilton Ontario
Canada L8R 3L4
Tel: 416 527-7900

THANK YOU FOR ATTENDING EVENTS AT COPPS COLISEUM.

YOUR COMMENTS ARE VERY MUCH APPRECIATED. IN ORDER THAT WE MAY CONTINUE TO STRIVE FOR EXCELLENCE IN OUR OPERATION, PLEASE TAKE THE TIME TO FILL OUT OUR COMMENT CARD.

NAME OF EVENT: BLACK WATCH

DID YOU ENJOY THE EVENT? YES

WERE YOU SATISFIED WITH

	YES	NO	COMMENTS
STAFF	☒	☐	
FACILITY	☒	☐	
CONCESSIONS	☒	☐	
OTHER	☒	☐	
SUGGESTIONS:			<u>PLEASE BAN-BAN-</u> <u>BAN THE FLASH</u>

PHOTOGRAPHERS, ITS MOST
DISTRACTING.

NAME: JOHN NICHOLAS

ADDRESS: 76 BOSTON DR, HAMILTON,

PHONE NUMBER: 383-8121.

THANK YOU

COMMENT CARD

101 York Boulevard
Hamilton, Ontario
Canada L8R 3L4
Tel: 416 527-7900

THANK YOU FOR ATTENDING EVENTS AT COPPS COLISEUM.

YOUR COMMENTS ARE VERY MUCH APPRECIATED. IN ORDER THAT WE MAY CONTINUE TO STRIVE FOR EXCELLENCE IN OUR OPERATION, PLEASE TAKE THE TIME TO FILL OUT OUR COMMENT CARD.

NAME OF EVENT: _____

DID YOU ENJOY THE EVENT? _____

WERE YOU SATISFIED WITH:

	YES	NO	COMMENTS
STAFF	☐	☐	
FACILITY	☐	☐	
CONCESSIONS	☐	☐	
OTHER	☐	☐	

SUGGESTIONS: THERE IS NO WAY OF
TELLING THE TIME. YOU
NEED A FEW CLOCKS AROUND
THE RINK.

NAME: JOEL MADONIE

ADDRESS: 356 EAST 12th HAMILTON

PHONE NUMBER: 5750585.

THANK YOU



Copps Coliseum

Victor K. Copps
Trade Centre/Arena

101 York Boulevard
Hamilton, Ontario
Canada L8R 3L4
Tel. 416 527-7900

January 16, 1990.

REPORT BY THE DIRECTOR OF COPPS COLISEUM

The year 1989 has passed and it was a disappointment that we were unable to achieve the projected revenues for Copps Coliseum. There were a couple of main reasons, namely:

- fewer concerts than expected;
- lack of attendance at Dukes games;
- fewer in attendance at events, particularly those who returned such as the Torvill & Dean skating show and Alabama.

When forecasting the number of concerts for 1989, we contacted promoters who had licenced the use of the Coliseum in the past, such as Concert Productions International (CPI) and Skarratt Promotions. They could not foresee anything that would prevent us from having at least the same number of concerts which were staged in 1988. Below are concert comparisons for 1988 and 1989.

	<u>1988</u>		<u>1989</u>	
	<u>CONCERT</u>	<u>PRODUCER</u>	<u>CONCERT</u>	<u>PRODUCER</u>
<u>Feb.</u>	Alabama	Fowler Prod.	Randy Travis	CPI
<u>March</u>	Merle Haggard	Skarratt Prom.	Chris DeBurgh	DKD
<u>April</u>	George Jones Kenny Rogers	Goodfellow Prod. C. K. Spurlock	Metallica	CPI
<u>May</u>	AC/DC	CPI		
<u>June</u>	Bill Cosby Heart	Skarratt Prom. CPI	Julio Iglesias	Nova Prod.
<u>July</u>	Bob Dylan	CPI		
<u>Sept.</u>	Rod Stewart	CPI	Alabama	FRES Mngmt.
<u>Oct.</u>	Def Leppard Eric Clapton Reba McIntyre	CPI CPI Skarratt Prom.	Jethro Tull	CPI
<u>Nov.</u>	Dwight Yoakam	CPI		
<u>Dec.</u>	Boston R. Plant	Media One CPI		
	TOTAL 1988	15	TOTAL 1989	6

From the above comparisons you will see that CPI produced eight major concerts in 1988 while producing only three in 1989. Skarratt Promotions produced three concerts in 1988, while not producing any in 1989. The balance of shows produced in 1988 was a result of sending out to promoters and agents approximately 4,000 of our promotional packages and conducting an extensive tele-marketing program.

The same effort was put forth in 1989. However, concert promoters and agents kept telling us that the market was soft with many of the acts not touring. This was confirmed with discussions which had taken place with facility managers at Northlands Coliseum, Vancouver, Winnipeg Arena and the Calgary Saddledome.

It appears that the year 1990 will be an improved one in attracting concerts at Copps Coliseum. Already we have booked three major concerts, namely Grateful Dead which will take place on March 21st and 22nd, and New Kids on the Block which is scheduled for March 23rd. These shows are being produced by Donald K. Donald Productions (DKD) whose offices are in Montreal.

The opening of the SkyDome has probably caused us to lose out on a couple of concerts in 1989 and will provide major competition for us in the future. As a result of this competition, consideration should be given to promoting and co-promoting concerts. From information I have received from organizations such as the International Association of Auditorium Managers (IAAM), many facilities who have not co-promoted in the past are beginning to in light of the competition for the concert business. In fact, many facilities are actually buying acts directly from the artists' agents and producing the shows themselves.

I look forward to working with the new Director of Sales and Marketing in order to attract and stage concerts and other events at Copps Coliseum.

CENTRAL UTILITIES PLANT

Computerized Maintenance Manager System

Equipment Inventory

An inventory of mechanical and electrical equipment situated in Copps Coliseum, the Convention Centre, Hamilton Place, the C.U.P., Library/Farmers' Market and the parking garage has been completed. To date, this inventory lists 784 pieces of equipment which effectively covers all major mechanical and electrical systems located in the above listed buildings. It is anticipated that during 1990, this inventory will be expanded to approximately 1,000 equipment items which will add smaller components, i.e. fractional horse power motors, to the inventory.

Work Orders Generated in 1989

In total, 3,100 work orders have been inputted into the Maintenance Manager System. Of this total, 2,004 were calendar time, 797 actual run time and 284 were manually generated. It is anticipated that the number of work orders in the system will double during 1990 as new orders and contractual services are added to the system.

Summary

- Inventory - Presently, 85 percent of all maintenance equipment is included in the established equipment inventory.
- Work Orders - Presently, 60 percent of all in-house and contracted maintenance related to mechanical and electrical systems is on the system.

Energy Management Report - Including Copps Coliseum

	<u>1988</u>	<u>1989</u>	<u>Reduction</u>	<u>\$ Savings</u>
a) Electricity				
i) Consumption (KWHrs.)	35,011,780	33,705,540	1,306,240 3.7%	\$ 65,000.
ii) Demand (KW)	89,980	85,335	4,645 5.2%	31,950.
b) Natural Gas (MCF)	24,518	25,288	+ 770 3.1% Increase	2,400.

TOTAL \$ 94,550.

(Real Savings as compared to 1988)

SUMMARY AND STATUS OF CAPITAL PROJECTS
COMMENCED IN 1989

A) C.U.P.

	<u>Description</u>	<u>Status</u>	<u>Cost</u>
1.	Lighting Retrofit, Hamilton Convention Centre	In Progress	\$ 57,518.
2.	Major Overhaul/Teardown of C.U.P. Centravacs	Complete	52,642.
3.	Fan Plenum Retrofit, City Hall	In Progress	46,000.

A) C.U.P. (Continued)

	<u>Description</u>	<u>Status</u>	<u>Cost</u>
4.	Supply and Installation of MCC Panels, City Hall	In Progress	28,860.
5.	Replacement of Domestic Hot Water System, Hamilton Place	In Progress	11,500.
6.	Supply and Installation of Cooling Tower Fan Deck, City Hall	Complete	10,200.
		Subtotal	\$206,720.

B) Copps Coliseum

	<u>Description</u>	<u>Status</u>	<u>Cost</u>
1.	Purchase of Ride-on Floor Scrubber	Complete	\$ 34,820.
2.	Installation of Display Advertising Panels	Complete	24,750.
3.	Steam to Hot Water Conversion (Engineering Study)	Complete	9,980.
4.	Improvements to Home Team Dressing Room, i.e. Ventilation	Complete	8,000.
5.	Purchase of Follow Spot Platforms	Complete	8,000.
		Subtotal	\$ 85,550.

TOTAL \$292,270.

Respectfully submitted,


John T. Crane,
Director.

JTC:mgm



Hamilton
Entertainment
and Convention
Facilities Inc.

101 York Boulevard
Hamilton, Ontario
Canada L8R 3L4
Tel. 416 527-7900

MEMO TO: COPPS COLISEUM COMMITTEE

FROM: Gabe Macaluso
Managing Director/CEO

DATE: January 24, 1990

SUBJECT: DIRECT LINE - TAXI SERVICE

RECOMMENDATION:

1. THAT APPROVAL BE GIVEN TO ALLOW HAMILTON YELLOW CAB COMPANY TO SUPPLY AND INSTALL AN EXCLUSIVE DIRECT LINE TO COPPS COLISEUM FOR A THREE YEAR TERM COMMENCING MARCH 1, 1990. A MONTHLY FEE IN THE AMOUNT OF \$100. WILL BE PAID TO COPPS COLISEUM, INCREASING BY 10% EACH OF THE SUCCESSIVE YEARS; and
2. THAT APPROVAL TO PROCEED BE SUBJECT TO AGREEMENT BY ALL HECFI FACILITIES.

BACKGROUND:

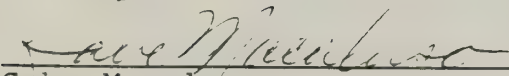
1. In view of the considerable demand for taxi service for the three HECFI facilities, the Hamilton Convention Centre recommended in September 1989 that a direct line to a taxi company be installed. At that time the Convention Centre Committee requested input from the other two HECFI facilities.
2. The result of the inquiry was that a joint tender was issued for all three facilities. Responses to the tender are attached for information.
3. The successful bidder is Hamilton Yellow Cab Company which has offered HECFI a total package of \$11,916. over three years for an exclusive direct line from all three HECFI facilities with the understanding that there will be no taxi stand other than Yellow Cab located within 1,000 feet of the main entrance of any of the three facilities and that the quotation is accepted for the total package only.

January 24, 1990

Direct Taxi Line : HECFI Facilities

Page 2

4. Although management cannot control the location of taxi stands other than around the periphery of the facilities, management can assure Hamilton Yellow Cab that no other taxi stand will be permitted to be located at any entrances or exits of the three facilities.
5. Approval of the bid is dependent upon acceptance by all three HECFI facilities.



Gabe Macaluso

Managing Director/CEO

P

Corporation of the City of Hamilton
Memorandum

TO: Mr. Stephen Dockman, Convention Ctre YOUR FILE:
FROM: Don Elder, Purchasing Dept.
SUBJECT: Installation of Direct Telephone DATE: 900110
 Lines for Taxi Service

As requested a proposal for the installation of direct lines from Copps, Hamilton Place and Convention Centre was called and closed January 5, 1990.

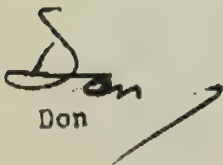
The proposals received are as follows:-

	ANNUALLY		
	<u>Copps</u>	<u>Convention Centre</u>	<u>Hamilton Place</u>
Hamilton Yellow Cab	1,200.00	1,200.00	1,200.00
Veterans Taxi	600.00	600.00	--
Blue Line Taxi	---	---	--

NOTE: 1. Yellow Cab sets a condition that no other taxi stand be located within 1,000 feet of the main entrance of any facility.

2. Offer expires March 1, 1990.

Please advise me of your decision.


Don

BLUE LINE

December 28th, 1989

Mr. T. Bradley
Director of Purchases
City Hall
Hamilton, Ontario
L8N 3T4

Dear Mr. Bradley;

Thank you for providing us the opportunity to supply and install taxi service direct lines to Copps Coliseum, Hamilton Convention Centre and Hamilton Place.

We regret that we are not prepared to proceed under the terms which accompanied your memorandum.

Even though we are by a considerable margin, the largest taxi fleet in the City, we believe that even our company could not provide proper service at these locations without the assistance of the other two companies.

Further we would not be prepared to pay for the installation or monthly cost of the lines, nor would we be prepared to pay the City for the right to have a phone at those locations.

Should you alter the terms of reference or if you wish to discuss alternative proposals for dealing with this transportation problem we would be pleased to meet with you.

Sincerely,

Luke Haze
Vice President &
General Manager



HAMILTON YELLOW CAB COMPANY LIMITED

430 CANNON STREET EAST, HAMILTON, ONTARIO L8L 2C8

QUOTATION: TO SUPPLY AND INSTALL TAXI SERVICE DIRECT LINES TO
CORPS COLISEUM, HAMILTON CONVENTION CENTRE AND
HAMILTON PLACE.

SUBMISSION DATE: DECEMBER 29, 1989

<u>LOCATION</u>	<u>YEAR 1</u>	<u>YEAR 2</u>	<u>YEAR 3</u>
CORPS COLISEUM	\$100.00	\$110.00	\$121.00
CONVENTION CENTRE	100.00	110.00	121.00
HAMILTON PLACE	<u>100.00</u>	<u>110.00</u>	<u>121.00</u>
<u>TOTAL MONTHLY</u>	<u>300.00</u>	<u>330.00</u>	<u>363.00</u>
<u>TOTAL YEARLY</u>	<u>3600.00</u>	<u>3960.00</u>	<u>4356.00</u>

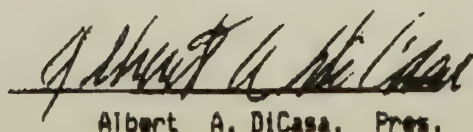
VALUE OF TOTAL PACKAGE OVER 3 YEARS

YEAR 1.	\$ 3600.00
2.	3960.00
3.	<u>4356.00</u>
GRAND TOTAL	<u>11916.00</u>

CONDITIONS:

1. NO TAXI STAND OTHER THAN HAMILTON YELLOW CAB TO BE
LOCATED WITHIN 1000 FEET OF MAIN ENTRANCE OF THE THREE
LOCATIONS.
2. OFFER EXPIRES MARCH 1, 1990
3. QUOTATION FOR TOTAL PACKAGE ONLY.

SIGNED:


Albert A. DiCasa, Pres.



Head Office - 15 Westmouth St. E., Hamilton, Ont. L8N 3T8
"Hamilton's Friendly & Reliable Taxi Service"

Jan 3/90

Mr. T. Bradley, Director of Purchases
City Hall
Hamilton, Ontario
L8N 3T4

RE: PROPOSAL TO SUPPLY AND INSTALL TAXI SERVICE DIRECT LINES

Sir:

Referring to the City Bid request dated December 11, 1989 we submit our proposal as follows.

Terms of Reference	No. 1	agree
	No. 2	agree
	No. 3	agree
	No. 4	agree
	No. 5	see Appendix I

We record our conversations on several occasions in 1988 and 1989 that a more integrated system of communication was long overdue in the visitor/tourist information that we provide to guests of the City, particularly with regard to parking and transportation (including H.S.R. and the 3 taxi companies).

We do not agree that any one taxi company should have an exclusive 3 year contract at the locations specified.

Peak customer volumes will dictate a large requirement for taxis, "all at the same time" and we respectfully request that each interested taxi company be authorized to install a direct line.

This will give the paying customer the option of preference and greatly enhance the overall customer service with a larger number of taxi vehicles being "on call".

Yours truly,

Robert A. Esselment

APPENDIX I

Fee Structure

Copps Coliseum	\$50.00/month
Hamilton Convention Centre	\$50.00/month
Hamilton Place	
	\$100.00/month

Attachment 5.2.1

JORDAN MUNICIPAL

MINUTES

GOVERNMENT DOCUMENTS

5.2.1

Copps Coliseum Committee Minutes of November 22,
1989

COPPS COLISEUM COMMITTEE

Wednesday, November 22, 1989
12:00 Noon
Hamilton Room, Copps Coliseum

PRESENT: Alderman T. Murray, Chairman
Mr. W. McFarland
Alderman J. Gallagher,
H.E.C.F.I. Board of Directors

GUESTS: Mr. N. Levitt
Mr. B. Tidball

ALSO

PRESENT: Mr. G. Macaluso
Mr. J. Crane
Mr. J. Leuser
Ms. G. McCaffrey, Secretary

REGRETS: Alderman D. Agostino
Mr. P. Cowell
Mr. G. Kwiatowski

The Chairman called the meeting to order at 1:25 p.m.

The following motions were carried during the In Camera Session:

THAT THE IN CAMERA SESSION OF THE COPPS COLISEUM COMMITTEE MEETING
BE CONVENED AT 12:15 P.M.

THAT THE COPPS COLISEUM IN CAMERA MINUTES OF OCTOBER 25, 1989,
BE APPROVED.

THAT THE FINANCIAL AND STATISTICAL INFORMATION REPORT ON EVENTS
FOR THE TEN MONTH PERIOD ENDED OCTOBER 31, 1989, BE RECEIVED FOR
INFORMATION.

THAT THE STATUS REPORT ON TENTATIVE HOLDS AT COPPS COLISEUM -
DECEMBER 1989 TO FEBRUARY 1990, BE RECEIVED FOR INFORMATION.

THE NEXT MEETING OF THE COPPS COLISEUM COMMITTEE SCHEDULED FOR
DECEMBER 27, 1989, BE CANCELLED AND THAT ANY IMPORTANT MATTERS BE
FORWARDED TO THE H.E.C.F.I. EXECUTIVE COMMITTEE; THE NEXT MEETING
TO BE AT THE CALL OF THE CHAIRMAN.

THAT THE IN CAMERA SESSION OF THE COPPS COLISEUM COMMITTEE BE
ADJOURNED AT 1:25 P.M.

1. Copps Coliseum Committee Minutes of October 25, 1989

1.2 Motion for Approval

MOVED by Alderman Gallagher, seconded by Mr. McFarland that

THE COPPS COLISEUM COMMITTEE MINUTES OF OCTOBER 31, 1989, BE APPROVED.

MOTION CARRIED.

2. Business Arising From the Minutes

Nil

3. Marketing

3.1 Status Report on Confirmed Events/Performances at Copps Coliseum - November 1989 to February 1990

MOVED by Alderman Gallagher, seconded by Mr. McFarland that

THE STATUS REPORT ON CONFIRMED EVENTS/PERFORMANCES AT COPPS COLISEUM - NOVEMBER 1989 TO FEBRUARY 1990, BE RECEIVED FOR INFORMATION.

MOTION CARRIED.

3.2 Marketing Services Report - November 1989

MOVED by Mr. McFarland, seconded by Alderman Gallagher that

THE MARKETING SERVICES REPORT - NOVEMBER 1989, BE RECEIVED FOR INFORMATION.

MOTION CARRIED.

4. Capital Budget Programme Items

4.1 City Hall - Supply and Installation of Building Automation System; Release of Holdback, Honeywell Limited

MOVED by Mr. McFarland, seconded by Alderman Gallagher that

THE HOLDBACK MONIES RETAINED TO DATE BY THE CORPORATION OF THE CITY OF HAMILTON, TREASURY DEPARTMENT IN THE TOTAL AMOUNT OF \$30,289.20 BE RELEASED TO THE CONTRACTOR, NAMELY HONEYWELL LIMITED, SUBJECT TO A LIEN SEARCH BEING CONDUCTED BY THE CITY SOLICITOR'S DEPARTMENT AND APPROVAL OF THE TREASURY DEPARTMENT, BE APPROVED.

MOTION CARRIED.

5. New Business

5.1 Consolidated Unaudited Operating Results for HECFI for The Ten Month Period Ended October 31, 1989

Mr. Leuser reported that current calculations indicate that the possible budget deficit for HECFI will be \$100,000. or less, contrary to the previous projection of \$200,000. Final results will depend on the outcome of a performance at Hamilton Place.

A brief discussion took place with respect to municipal contributions.

MOVED by Alderman Gallagher, seconded by Mr. McFarland that

THE CONSOLIDATED UNAUDITED OPERATING RESULTS FOR HECFI FOR THE TEN MONTH PERIOD ENDED OCTOBER 31, 1989, BE RECEIVED FOR INFORMATION.

MOTION CARRIED.

5.2 Unaudited Operating Results for the Central Utilities Plant for The Ten Month Period Ended October 31, 1989

MOVED by Mr. McFarland, seconded by Alderman Gallagher that

THE UNAUDITED OPERATING RESULTS FOR THE CENTRAL UTILITIES PLANT FOR THE TEN MONTH PERIOD ENDED OCTOBER 31, 1989, BE RECEIVED FOR INFORMATION.

MOTION CARRIED.

5.3 Client Evaluation/Correspondence/Comment Cards

MOVED by Mr. McFarland, seconded by Mr. McFarland that

THE CLIENT EVALUATION/CORRESPONDENCE/COMMENT CARDS AS SUBMITTED BY THE DIRECTOR OF COPPS COLISEUM, DATED NOVEMBER 15, 1989, BE RECEIVED FOR INFORMATION.

MOTION CARRIED.

5.4 Copps Coliseum - Contract Security Services, Acceptance of Tender, Barnes Security Services Ltd.

Mr. Macaluso stated that this is the first time that one firm will be responsible for security services at two facilities of HECFI, i.e. Copps Coliseum and Hamilton Convention Centre.

MOVED by Mr. McFarland, seconded by Alderman Gallagher that

THE TENDER SUBMITTED BY BARNES SECURITY SERVICES LTD. FOR THE PROVISION OF SECURITY SERVICES AT COPPS COLISEUM BE ACCEPTED; THE TERM FOR THESE SECURITY SERVICES COMMENCE 1990 FEBRUARY 1 AND EXPIRE 1991 DECEMBER 31 WITH THE OPTION IN FAVOUR OF THE CITY AND/OR H.E.C.F.I. TO RENEW FOR AN ADDITIONAL TWELVE (12) MONTH PERIOD; AND THAT THE EXISTING PURCHASE ORDER WITH BURNS INTERNATIONAL SECURITY SERVICES LTD. FOR SECURITY SERVICES AT COPPS COLISEUM BE TERMINATED EFFECTIVE 1990 JANUARY 31, BE APPROVED.

NOTE: LOWEST OF FIVE (5) TENDERS RECEIVED.

MOTION CARRIED.

6. Report by the Director of Copps Coliseum

Mr. Crane asked the Committee to approve arrangements to hold a public skate on Saturday, December 16, 1989, at the Coliseum. This year instead of donations of canned goods, it has been decided to participate in the CHML/CKDS Share the Warmth Campaign where the public will be encouraged to bring their unwanted winter coats and jackets as admission to the skate. The collected garments will be turned over to the Salvation Army for distribution to the needy. Mr. Crane noted that CHML/CKDS will provide public service announcements for the event. It was noted that invitations will be sent to all Council and Board members.

The Director also requested approval for a HECFI Family Skate to be held at the Coliseum on Sunday, December 17, 1989.

The Committee directed Mr. Crane to proceed with both events.

MOVED by Alderman Gallagher, seconded by Mr. McFarland that

THE REPORT BY THE DIRECTOR OF COPPS COLISEUM, DATED NOVEMBER 16, 1989, BE RECEIVED FOR INFORMATION.

MOTION CARRIED.

7. Other Business

7.1 Donation - Festitalia

Mr. Macaluso advised that organizers of Festitalia have requested a donation from HECFI to be used in an auction to raise funds. Suggested donations included a ride on the Zamboni or use of a private box.

However, following further discussion, the Committee agreed not to approve this request as it would set a precedent for other organizations.

8. Unfinished Business

The Committee duly noted the Unfinished Business.

9. Date of Next Meeting

MOVED by Alderman Gallagher, seconded by Mr. McFarland that

THE NEXT MEETING OF THE COPPS COLISEUM COMMITTEE SCHEDULED FOR DECEMBER 27, 1989, BE CANCELLED AND THAT ANY IMPORTANT MATTERS BE FORWARDED TO THE H.E.C.F.I. EXECUTIVE COMMITTEE; THE NEXT MEETING TO BE AT THE CALL OF THE CHAIRMAN.

MOTION CARRIED.

10. Adjournment

MOVED by Alderman Gallagher, seconded by Mr. McFarland that

THE COPPS COLISEUM COMMITTEE MEETING BE ADJOURNED AT 1:40 P.M.

MOTION CARRIED.

TAKEN AS READ AND APPROVED,

Alderman T. Murray, Chairman

Gail McCaffrey, Secretary

Attachment 5.3

KINDAN MINERAL

MINERAL

GOVERNMENT OF KENYA

5.3

Hamilton Place Committee First Report



REPORT TO THE HECFI BOARD OF DIRECTORS
FROM THE HAMILTON PLACE COMMITTEE MEETING
OF JANUARY 25, 1990

The Hamilton Place Committee presents its FIRST report for 1990 and recommends the following:

1. House Programmes ATTACHMENT
That the Marketing and Sales Department take full financial responsibility for the preparation of the Hamilton Place house programmes, and further, that Mr. Barry Snetsinger Director of Marketing/Sales, in conjunction with Mr. Thomas Burrows, Director of Hamilton Place, review possible alternatives for increasing the profitability of the programmes.
2. Monthly Calendar ATTACHMENT
That effective March 1, 1990, the charge for subscribing to the Hamilton Place Monthly Calendar be increased to \$7.50 annually from its present price of \$5.00 per annum. Further, that the new Director of Marketing/Sales, in conjunction with the Directors of Hamilton Place, Hamilton Convention Centre and Copps Coliseum should explore the possibility of producing a HECFI calendar of events for all three facilities.
3. Food and Beverage Operations ATTACHMENT
That the Hamilton Convention Centre provide all food and beverage services for Hamilton Place, and further, that Hamilton Convention Centre staff in consultation with the CEO and the Director of Hamilton Place, report back to the Committee on how best to implement this plan.
4. Tenants' Leases ATTACHMENT
That the rental rates for Hamilton Place tenants be increased by 5% in 1990 and that they be adjusted to current market rates in 1991; further, that the responsibility for administering these leases be turned over to the Real Estate Division of the City of Hamilton Property Department on a trial basis.
5. Capital Budget, 1990 - 1994 ATTACHMENT
 - a) That the Hamilton Place Theatre sprinkler system at an estimated cost of \$800,000 be recommended for inclusion in 1990 as a separate capital project to the 1990 - 1994 budget programme;
 - b) That the 1990 - 1994 Capital Budget Programme for the Hamilton Place Theatre be approved; and
 - c) That the City Treasurer be advised, in accordance with established City policy, that the marquee for Hamilton Place at an estimated cost of \$500,000 is anticipated to be funded in 1990 from the Capital Improvement Surcharge fund.

6. Hamilton Place Bar Prices

ATTACHMENT

That effective March 1, 1990, Hamilton Place increase its bar prices to \$3.00 for liquor, wine and beer and \$1.00 for soft drinks.

The following items are submitted for information:

1. Rental Rates, Other Facilities

To be brought forward to the next meeting of the Hamilton Place Committee.

2. Director's Report

ATTACHMENT

Mr. Burrows reported that in regard to tenants' leases, Opera Hamilton is preparing other office space. They may stay in all or part of the space they currently occupy. The Committee and Board will be informed of further developments. The item on Hamilton Theatre Inc. is to be brought forward to the next meeting of the Hamilton Place Committee. The Director's Report was received for information.

3. House Seats: Availability

ATTACHMENT

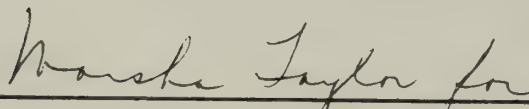
The report on the availability of house seats was received for information.

4. Marketing Services Report for December 1989

The Marketing Services Report for December 1989 was received for information.

5. Director of Finance & Administration - Report

The report of the Director of Finance & Administration was received for information.



Alderman H. Merling, Chairman



Marsha Taylor, Secretary to the Committee



Hamilton
Entertainment
and Convention
Facilities Inc.

FROM Rick DiFilippo, C.A., Comptroller DATE January 15, 1990
Name & Title

FOR ACTION ☒ FOR INFORMATION ☐ File No. _____

TO: B O A R D ☐ (OR) Hamilton Place ☒
Committee

SUBJECT

Hamilton Place House Programmes

RECOMMENDATION

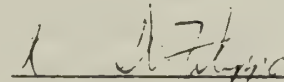
That the Marketing/Sales Department take full financial responsibility for the preparation of the Hamilton Place house programmes; and

That Mr. Barry Snetsinger, Director of Marketing/Sales, in conjunction with Mr. Thomas B. Burrows, Director of Hamilton Place, review possible alternatives for increasing the profitability of the programmes.

BACKGROUND

Hamilton Place currently prints house programmes for most shows in the theatre. The cost of printing of these programmes exceeds the advertising revenue by approximately \$50,000. This shortfall has steadily increased since 1986.

The Marketing/Sales Department currently prepares the Hamilton Place programmes but the related costs and revenues are reflected by Hamilton Place. Implementation of this recommendation would place the onus for financial success directly on the Department producing the programmes.



Mr. Rick DiFilippo, C.A.
Comptroller

RD:he



HAMILTON
PLACE
THEATRE

Box 2080, Station A
Hamilton, Ontario
Canada L8N 3Y7
Tel. 416/525-3100

FROM: Rick DiFilippo
Comptroller

DATE: December 7, 1989

FOR: ACTION XX

INFORMATION

TO: Hamilton Place Committee XX
Executive Committee XX
Board of Directors XX

SUBJECT: Monthly Calendar of Events

RECOMMENDATION

That, effective March 1, 1990, the charge for subscribing to the Hamilton Place monthly calendar of events be increased to \$7.50 annually from its present price of \$5.00 per annum.

Further, that the new Director of Marketing and Sales, in conjunction with the Directors of Hamilton Place, Hamilton Convention Centre and Copps Coliseum, should explore the possibility of producing a HECFI calendar of events for all three facilities.

BACKGROUND

Currently the cost of printing and distributing the calendars is approximately \$45,000 to \$50,000 per year, whereas the revenue received from mailing list subscriptions is approximately \$35,000 (1988 revenue was \$33,600). The increase should help cover the production costs and would reduce the amount of the municipal contribution in 1990.

The last price increase for the calendar occurred approximately eight years ago when the cost was increased from \$4 to \$5.



HAMILTON
PLACE
THEATRE

Box 2080, Station A
Hamilton, Ontario
Canada L8N 3Y7
Tel. 416/525-3100

FROM: Rick DiFilippo
Comptroller

DATE: December 19, 1989

FOR: ACTION XX

INFORMATION _____

TO: Hamilton Place Committee XX
Executive Committee XX
Board of Directors XX

SUBJECT: Food and Beverage Operations at Hamilton Place

RECOMMENDATION

That the Hamilton Convention Centre provide all food and beverage services for Hamilton Place, and further, that Hamilton Convention Centre staff in consultation with the CEO and the Director of Hamilton Place, report back to the Committee on how best to implement this plan.

BACKGROUND

A report had been prepared by Steve Dockman in 1985 on the feasibility of amalgamating the food and beverage operations of Hamilton Place and the Hamilton Convention Centre. This report was never acted upon. The report is attached for your general information but it is five years old and must be updated since many items have changed in the interim.

The possible advantages of this amalgamation are:

- 1) efficiency of operation in that staff would be interchangeable and thus when one building is busy staff who would normally work only at the other facility could be utilized;
- 2) consistency of operation in that one set of procedures would be utilized for both buildings and one set of supervisory staff would be necessary;
- 3) consistency of quality especially in relation to catering;
- 4) possible savings if it is determined that a replacement is not necessary when Jim Elder retires in October 1990;
- 5) increasing the flexibility of the Hamilton Convention Centre by providing additional meeting room space.

There are also problems which must be resolved, including:

- 1) ensuring that Hamilton Place events are not treated as being secondary to those of the Convention Centre. For this to work the operation of food and beverage operations at Hamilton Place must be considered as being a part of the Hamilton Convention Centre operations rather than as an area to be covered only if staff are available. Upon occasion the

Hamilton Convention Centre kitchen may not be large enough to prepare the food for all functions and outside caterers may have to be used. These caterers must not always be used for Hamilton Place functions;

- 2) upon completion of the pay equity plan a review must be made to ensure that it would be possible to amalgamate the effected staffs of both buildings and ensure consistency of pay rates;
- 3) ensuring that the increase in activity of the Hamilton Convention Centre since 1985 would not prevent an effective amalgamation;
- 4) educating Hamilton Convention Centre staff regarding the unique features of Hamilton Place.

These problems are not likely to prove to be insurmountable.

Should this amalgamation occur, the revenues and expenses now reflected on the Hamilton Place books would be reflected on those of the Hamilton Convention Centre.

MEMO TO: William Penfold

FROM: Stephen Dockman

DATE: April 17, 1985

RE: Feasibility Study - Hamilton Convention Centre Providing
Food and Beverage to Hamilton Place

Rick

FOR YOUR INFO

REF

PRIOR TO THE
CREATION OF
HECPI

Dec 4/89

As you have requested, I have investigated the possibility of the Hamilton Convention Centre providing food and beverage service to Hamilton Place.

During the feasibility study, I contacted management and supervisors for both organizations, in an attempt to acquire as much information as possible regarding the food and beverage operation at Hamilton Place and the problems that the Hamilton Convention Centre may encounter while servicing Hamilton Place, as well as the overall effect to the operation of both facilities.

The individuals I contacted are as follows:

Hamilton Place

Mr. Bob Ellison	Assistant General Manager
Mr. Jim Elder	Director of Operations
Mr. John Elder	Assistant Director of Operations

Hamilton Convention Centre

Mr. Alan Ginn	Executive Chef
Mr. Bruce McCrady	Banquet Manager
Mr. Jerry Attard	Assistant Banquet Manager
Mr. Sam Haining	Head Bartender

The food and beverage service in Hamilton Place are two (2) distinct operations. Food is catered to Hamilton Place by outside organizations, whereas the beverage service is provided by Hamilton Place personnel.

For purposes of this study, I have examined the food and beverage operation with a view to provide either food or beverage, or both, to Hamilton Place. Accordingly, I have treated each service separately in my report.

Food Service

There are five (5) rooms that may require food service, namely the Studio Theatre, Rooms number 1, 2, ~~and 3~~, as well the Piano Nobile.

+ SMILE IN
SAY
CHEESE

All food service to these rooms is provided by either the Hillcrest, Sunshine, or Max Mintz Catering Service. The total food sales through these companies for 198⁷ ~~was~~ ^{will be} approximately \$~~25,000.00~~ ^{\$22,000}. Hamilton Place normally applies a 10% surcharge to the client. ^{\$ 22,000}

The majority of functions are small dinners, luncheons, and receptions which the Convention Centre is quite capable of providing. The main concern expressed by Mr. Ellison was the menu prices. However, I assured him that we could, in most instances, provide a menu that would be within their clients budget. For dinners that are in conjunction with a show, we could provide a special set of menus with a price range that would be acceptable to all concerned.

To provide food service to Hamilton Place would not be any different than providing food service to the first or second floor of the Convention Centre, accept for the distance between the kitchen and the function rooms. In order to make Hamilton Place more accessible, I would recommend putting the freight elevator, that is common to both areas, back in service. The annual cost for maintenance and service for the elevator would be \$3012.72, as opposed to the current maintenance charge of \$300.00 which is shared between the two buildings. This elevator was originally designed to service Hamilton Place. In order to have access to that elevator, it will be necessary to find alternate storage for the eight (8) portable bars that are normally stored in that area while not in use.

It will be necessary to purchase a small portable food warmer for transportation of food to Hamilton Place. It should be noted, that this unit may be required in the future to service the present business at the Convention Centre. The purchase of other equipment is not foreseen at this time. The cost of the additional food warmer is approximately \$2700.00.

The Studio Theatre could be used as an alternative function room for luncheons, and dinners etc. when the Convention Centre is completely booked with consumer shows and other events, where the kitchen is not taxed to its limit. There are occasions throughout the year, particularly during the fall season, when the kitchen is extremely busy. During these occasions it may be necessary to consult with the Executive Chef before confirming the function.

In most instances, we should be able to cater all events in Hamilton Place, however, we would like to reserve the right to call an outside organization if the situation warrants it.

During 198⁴, the Convention Centre achieved a ^{30.7%} ~~33.5%~~ food cost and a net margin of ^{22.2%} ~~19.9%~~ on the food and beverage operation. On revenues of \$^{25,000} ~~25,000~~ at Hamilton Place, the Convention Centre could realize an operating profit of approximately \$~~5000.00~~ ⁴⁰⁰⁰, and at the same time provide additional hours of work for our part time staff.

Beverage Service

The beverage service at Hamilton Place is controlled by Jim Elder, Director of Operations and ~~John Elder, Assistant Director of Operations~~. There are six (6) permanent bars that are stocked at all times. The liquor and beer is restocked prior to the commencement of each event. After commencement of a show, it is necessary to replenish the bars before intermission.

The number of bartenders and cashiers required is at the discretion of ^{Jim} ~~John~~ Elder, and would depend on the nature of the event, and the number of tickets sold. Bar Supervisors are employed on a part time basis to assist with the supervision and control of the bars.

The liquor room and beer fridge are located in the loading dock. There is no direct access to the bars other than the public corridors to replenish stock during intermission.

The beverage sales, net of Provincial Sales Tax, for 1984 was \$^{2 163,000} ~~164,111~~ as compared to \$^{609,000} ~~439,913~~ for the Convention Centre over the same period.

Comparison of Cash Beverage Prices

	Hamilton Place (Prices include 10% P.S.T.)	Hamilton Convention Centre (Prices include 10% P.S.T. and 12% Gratuities)
	<i>RECOMMENDED THAT PRICES BE THE SAME</i>	
Liquor	2.25 1 ^{Regular} 1/2 oz. Premium Brands (Net 2.05)	2.50 1 oz. Regular Brands (Net 2.04)
Beer - Domestic	1.75 (Net 1.59)	2.25 (Net 1.84)
- Premium	1.75 (Net 1.59)	2.50 (Net 2.04)
- Imported	2.25 (Net 2.05)	3.25 (Net 2.65)
Wine - Dubonnet	2.00 3 oz. (Net 1.82)	2.50 2 oz. (Net 2.04)
- Domestic	2.00 5 oz. (Net 1.62)	2.50 5 oz. (Net 2.04)
Soft Drinks	.50	.75
Prices effective	September 1984	March 1985
Beverage Cost	36.8%	32.6%

1989

Comparison of Hourly Rates

	<u>Hamilton Place</u>	<u>Hamilton Convention Centre</u>
Bar Supervisor		
Starting	5.41 6.42	-
After 3 months	5.76 7.18	-
After 1 year	6.26 7.81	-
Bartender		
Starting	4.31 5.50	-
After 3 months	4.64 5.91	4.50 3.00 plus gratuities (Average 7.50 to 8.00 per hour) 4.50 - to 5.00
Cashiers		
Starting	4.31 5.50	4.13 6.01
After 3 months	4.64 5.91	-

The transition of the Hamilton Convention Centre providing beverage service to Hamilton Place would be a natural one with little disruption to the operation of both facilities. The major problems that would have to be overcome are the beverage prices and the hourly bartender rate. One of the advantages of amalgamating the beverage service would be in the utilization of part time staff. At the present time, the Convention Centre is experiencing a high turnover rate in part time personnel. All present staff at Hamilton Place would be incorporated into the banquet staff at the Convention Centre. The number of available hours would increase for all members of staff, which would provide more stability to the department.

In order to do this, the hourly rate paid to a bartender must be the same for both facilities, which entails increasing the beverage prices at Hamilton Place to the current levels at the Convention Centre and include a 12% gratuity for the bartender.

Assuming the problem regarding the prices and hourly rate can be overcome, I recommend that the Convention Centre provide the beverage service to Hamilton Place.

The following outline would be implemented:

- 1) The responsibility for service to both facilities will be the Head Bartender's, under the direction of the Banquet Manager.
- 2) Two (2) Bar Supervisors would be employed on a part time basis. One to be assigned to each facility. The recommended hourly rate would be \$1.00 above the bartender rate, as well the Supervisor would share in the gratuities.

- 3) All liquor and beer for both facilities will be stored in the current Convention Centre storage areas and the wine for both facilities would be stored in the present liquor storage area in Hamilton Place.
- 4) The cashiers would be provided by the Head Cashier, under the direction of the Banquet Manager.
- 5) The controls that are in place at the Convention Centre would be adapted to the present bar system at Hamilton Place.
- 6) Convention Centre personnel would have exclusive access to the bars at Hamilton Place to retain control.
- 7) Present ticket system, as opposed to cash registers, would be retained due to high volume sales.
- 8) Transportation of liquor would not be any more difficult than it is at the present time.

The areas where savings can be anticipated are as follows:

- 1) The responsibilities of the Assistant Director of Operations would be reduced. In the 1984 budget 50% of his salary was allocated to Bar Operations. Total savings including benefits based on 1984 costs is \$17,372.00.
- 2) There would be savings in the hourly rate paid to the bartenders. The difference in the hourly rate is ^{1.41}.96¢, based on 3000 hours the savings would be \$2880.00. Part of this savings will be offset by the hourly rate paid to the Bar Supervisors.
- 3) Premium brand liquor is presently served on all bars at Hamilton Place. If regular brand liquor was sold and prices raised to levels charged at the Convention Centre, the cost of sales would be 32.6% instead of 36.8% based on 1984 figures. The savings on the revenue of \$164,111 would be approximately \$6900.00.

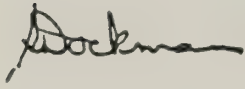
POSITION
HND
ALB
BSE
EUP

~~The total savings that could be anticipated on those three items alone is over \$25,000.00.~~ There may be savings in other areas that will become more evident once a change is made.

I have not considered in this report any salary increase to current full time employees at the Convention Centre that may arise as a direct result of the increased responsibilities.

It would be our intent to co-ordinate the beverage service with Mr. Jim Elder, or his designate, so that they effectively retain control of the building and the overall image projected to their patrons. Jim Elder has expressed a concern regarding the beverage prices. He feels that any further price increase, at this time, may jeopardize attendance at the theatre.

In summary, I would suggest that it is feasible and cost effective for the Hamilton Convention Centre to provide food and beverage service to Hamilton Place and still allow the management of the theatre to retain control of their operation. However, I feel it is necessary to reiterate that this change would only be prudent if we are able to fully utilize the Convention Centre employees in the operation of both facilities.



Stephen H. Dockman
Director of Operations

SD:dm



HAMILTON
PLACE
THEATRE

Box 2080, Station A
Hamilton, Ontario
Canada L8N 3Y7
Tel. 416/525-3100

FROM: Rick DiFilippo
Comptroller

DATE: December 19, 1989

FOR: ACTION XX

INFORMATION: XX

TO: Hamilton Place Committee XX
Executive Committee XX
Board of Directors XX

SUBJECT: Tenant Leases

RECOMMENDATION:

That the rental rates for Hamilton Place tenants be increased by 5% in 1990 and that they be adjusted to current market rates in 1991. It is also recommended that responsibility for administering these leases be turned over to the Real Estate Division of the Property Department.

BACKGROUND:

The following organizations lease space in Hamilton Place:

- Hamilton and Region Arts Council
- Opera Hamilton
- Bach Elgar Choir
- Hamilton Philharmonic Orchestra
- Hamilton Follies Inc. (Geritol Follies)

The leases for these organizations expire December 31, 1989. Early in November an offer to renew the leases for one year at a 5% increase was made and accepted by all tenants except that Opera Hamilton indicated that they would like a six-month extension only.

On December 8, 1989 a letter was received from the Real Estate Property Department (copy attached) which advised us that the rents would need to increase by nearly 30% in 1990 to reach current market rates.

Since Hamilton Place has already made a commitment for a 5% increase and since all the tenants have already submitted their grant requests for 1990 we do not believe that the rents should increase to current market rates in 1990.

It is our understanding that the Board of Directors feel that HECFI should not be subsidizing these arts organizations and that all subsidizations should come directly from either the City or the Region. This being the case the earliest that we would recommend a market rate increase would be for 1991.

If the Committee wishes to increase the lease rate for 1991, the tenants should be apprised of this immediately. It must be cautioned that there will likely be a considerable outcry from the tenants. This occurred in 1988 when the rents were increased to cover municipal taxes which had previously been absorbed by HECFI. Attached is a copy of the 1988 letter from the tenants which voiced their strong opposition to being charged market rates and which argued that such action is considered to be a breach of trust by many of those who donated funds for the construction of Hamilton Place.

January 19, 1988

JAN 19 1988

Mr. Tom Burrows
General Manager
Hamilton Place

JAN 19 1988

Dear Tom:

Over the years the Hamilton Place administration and the cultural organizations who lease office space in this building have enjoyed a relationship based on mutual support and reciprocal good will. Despite this longstanding alliance, the tenants of Hamilton Place are now faced with a debilitating increase in rental costs.

As you will appreciate, the extra rental charge is a matter of the deepest concern to us, particularly in light of the fragile financial position in which we all currently find ourselves. We simply cannot afford the increase.

With this letter we wish to make a formal protest against the property tax assessment imposed on us. To that end we also request an opportunity to present our case to the Hamilton Place Committee at its January 28th meeting.

After considerable discussion among ourselves, our collective position with respect to the increase is as follows: the tenants of Hamilton Place want an opportunity to address the issue with the members of the Hamilton Place Committee. Until this matter is resolved we will be withholding official signatures from our individual 1988 leases and will decline to pay the increase for which we have recently been invoiced.

None of us want to put our case before the public before we have a chance to speak privately with the key decision makers involved. As principals in a contractual arrangement with Hamilton Place, however, we do have a right to be heard.

We ask you to allot time on the agenda of the upcoming meeting for representation by our spokesperson.

In essence, the tenants in Hamilton Place believe strongly that as non-commercial and not-for-profit groups, we should not be asked to pay premium commercial rates for the space we occupy. Furthermore, we contend that the building of Hamilton Place was funded by the community for the use of the community. A rental increase over current rates of 76% by 1989 will force most, if not all, the tenants to seek alternate office space elsewhere.

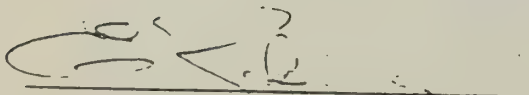
The private sector donors who subsidized the building of this city-owned facility have already expressed concern that this action may be perceived as a breach of faith with the community. The Hamilton Philharmonic, Opera Hamilton, Bach-Elgar Choral Society and the Hamilton and Region Arts Council are among the largest non-profit community-based arts groups in this Region. If we cannot afford the financial burden of this increase, we question whether or not any other community group will be in a position to do so.

Moreover, the property tax assessment by itself represents a 76% increase in rental costs. While there may be compelling reasons for instituting the assessment, surely the decision to garner property tax revenues for the City through a "step up" process which goes from 0% to 76% in two years places an undue burden on the arts groups affected and has an extremely damaging effect on our respective programmes and services to the community. It is altogether an extraordinary move and unusually harsh, regardless of the logic behind the decision.

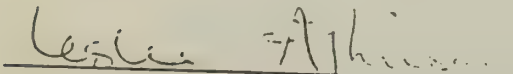
Please let us know whether or not the proposed meeting is possible and, if so, at what time we should appear before the committee. We shall delegate one spokesperson to act on our behalf but we would each like to be in attendance at the appropriate time. In the meantime, if you have any questions or concerns, or would like to confirm arrangements please contact Liz Robinson at the Arts Council- 529-9485 -who will pass any information along to the other tenants.

Thank you for your time and consideration of this request.

Sincerely,


Elizabeth Robinson
Administrative Director
Hamilton and Region Arts
Council


Jorgen Holgersen
General Manager
Hamilton Philharmonic
Orchestra


Leslie Atkinson
Executive Administrator
Bach-Elgar Choir


Chris Chihrin
General Manager
Opera Hamilton



HAMILTON
PLACE
THEATRE

Box 2080, Station A
Hamilton, Ontario
Canada L8N 3Y7
Tel. 416/525-3100

FROM: Rick DiFilippo
Comptroller

DATE: December 19, 1989

FOR: ACTION XX

INFORMATION _____

TO: Hamilton Place Committee
Executive Committee
Board of Directors

XX

XX

XX

SUBJECT: Hamilton Place Bar Prices

RECOMMENDATION

That, effective March 1, 1990, Hamilton Place increase its bar prices to make them consistent with the prices charged at the Hamilton Convention Centre.

BACKGROUND

The old and proposed new prices are summarized below:

	<u>Old Prices</u>	<u>New Prices</u>
Liquor	\$2.75	\$3.00
Beer	2.50	3.00
Wine	2.25	3.00
Soft drinks	.75	1.00

The added revenues are needed to keep the increase in municipal contribution low and will allow an easier transition if it is decided to allow the Hamilton Convention Centre to assume responsibility for operating the Hamilton Place bars.

Enclosed is a report on the results of a survey on bar prices and rental rates for venues which could be compared to Hamilton Place.

Comparison of Various Rates and Charges

	SHAW FESTIVAL	STRATFORD FESTIVAL	O'KEEFE CENTRE	ROY THOMSON HALL	CENTRE IN THE SQUARE	NATIONAL ARTS CENTRE	CLEARY AUD.	HAMILTON PLACE
Beer	2.75 2.25	3.00	* 3.25	3.25	2.75	2.75	3.00	2.50
Liquor	3.25	3.50	* 3.75	4.25	3.00	2.75	3.00	2.75
Wine	3.25	3.00	* 4.00	4.00	2.50	4.75 small bottle	3.00	2.25
Pop	1.25 1.75 1.50	.75	* 1.25	1.00	1.00	1.00	1.00	.75
Rental Rates 1990			7,500	2,100 6,350	1,000/114	4,170	M-W 1,092 F-S 1,365	1,925 - 2,310/1
Non-Profit Organization rates 1990			opera and ballet 10% discount	N/A	M-T 1,000 F-S 1,300	N/A	M-W 548 T-S 750	1,925 - 2,310
Front of House			included	extra	extra	included	extra	included
I.A.T.S.E.			extra	extra	extra	extra	extra	extra
Lights, sound equipment, piano			extra	extra	inventory included	included	included except piano	included exc piano
Programme			included	included	extra		extra for rentals etc.	included
Box Office			included	extra	extra	extra	extra	extra
Seating Capacity			3,223	2,765	2,000	2,326	1,200	2,181
1989 rates (1990 increase expected approx. 6-10%) December 6, 1989								

1989 rates (1990 increase expected approx. 6-10%)
December 6, 1989



HAMILTON
PLACE
THEATRE

Box 2080, Station A
Hamilton, Ontario
Canada L8N 3Y7
Tel. 416-525-3100

FROM: Thomas B. Burrows DATE: January 19, 1990
Director, Hamilton Place

FOR: ACTION _____ INFORMATION _____ XX

TO: Hamilton Place Committee XX
Executive Committee XX
Board of Directors XX

SUBJECT: General Information Report

BACKGROUND:

This report, prepared by the Assistant Director, is an update on projects, programmes and/or events in progress for the information of the Committee.

MEMORANDUM

January 17, 1990

TO: Tom Burrows

FROM: Robert Ellison

SUBJECT: GENERAL INFORMATION UPDATE

1. Audience Development - School Programming

1989 was a year of high activity with approximately 9,000 students and teachers attending 63 performances by 16 companies in the Studio Theatre.

The amount of support required from the Innovative Programming Fund was approximately \$12,709. Corporate gifts accounted for \$1,400 in additional support.

1990 will be another busy year in which a wide variety of programmes will be offered to students from schools within a radius that includes Oakville, Milton, Guelph, Woodstock and Brantford. The majority of students come from Hamilton and area but a large percentage attend from many of the smaller centers.

2. Great Hall Banners

Artec Consultants of New York were advised on November 27th that we wished them to proceed with the study to determine the course of action to be taken with the Great Hall banners at a cost not to exceed \$1,500. They will commence their preliminary work shortly with the examination of the Bid documents that were prepared by the City's Purchasing Department. Their on-site visit will take place on February 15, 1990.

3. Marquee

I have nothing to report on this project.

4. Tenants' Leases

With the exception of Opera Hamilton, all tenants have indicated their desire to renew their leases for 1990. Opera Hamilton wish to renew their lease to June 30, 1990.

The question of whether we want to arrange for a new tenant for this space prior to July 1, 1990 is one which will have to be addressed.

I gather that approval is needed from the Hamilton Place Committee before the extension leases can be prepared.

ASSISTANT DIRECTOR'S REPORT #1 cont'd....5. Studio Theatre Floor

The damage that was done to the Studio Theatre floor, during the run of NIGHT OF THE IGUANA, will be repaired during the week of June 18, 1990. Theatre Aquarius has admitted their responsibility and their insurance company will pay the full cost of making the repairs of \$1,822.

6. Hamilton Theatre Inc.

Hamilton Theatre Inc. expressed concern in August of 1989 (see attached letter) that the use of the name "Hamilton Place Theatre" could possibly be grounds for a "passing off" action because of the use of the word "theatre" by Hamilton Place.

A preliminary opinion from Joe Pigott of Evans, Philp does not agree with this contention. A final conclusion and recommendation will be provided to us once Evans, Philp have heard from their copyright authority.

7. Career Days

Theatre and Music Career Days have taken place earlier this month and in late November. Both days were considered a success from the students point of view and the three area Boards of Education. Approximately 400 students spent a full day exploring their career options with working professionals. Both Theatre Aquarius and the H. P. O. gave their full co-operation to these two days.

8. Meeting Room Decor

Concern with the decor of the two meeting rooms was expressed in the fall by the H. P. O. and Opera Hamilton. Gaye Craig has proposed a new decor which will cost approximately \$42,000 to execute. She has donated her time to Opera Hamilton to do this work. She realizes that anything over \$10,000 would have to be tendered. Her concern is that other comparable companies will either not submit a proposal or will charge to do so.

9. Piano Nobile Doors

Brad Calder reports that the new doors for the Piano Nobile will be installed when the weather and Great Hall schedule permits at a cost of \$7,650. Mr. Calder advises that the price that has been quoted will be maintained until this project has been completed.

HARRIS & HENDERSON

Barristers & Solicitors

C. RAYMOND HARRIS
B. SCOTT HENDERSON
PHILIP J. CLAY
BRIAN K. ADSETT

TELEPHONE (416) 528-4242
FAX (416) 528-8808

12TH FLOOR
92 KING STREET EAST
HAMILTON, ONTARIO
L8N 1A8

August 21, 1989

Hamilton Entertainment Convention
Facilities Incorporated
101 York Boulevard
Hamilton, Ontario
L8R 3L4

Attention: Mr. G. Macaluso
Managing Director / Chief
Executive Officer

Dear Sirs;

RE: HAMILTON THEATRE INC

We are the solicitors for Hamilton Theatre Inc. and are writing to you with respect to the proposed use of the name "Hamilton Place Theatre".

Our client received its Letters Patent as "Hamilton Theatre Inc." on October 19, 1959 and has, since that time, been operating continuously in this community. Naturally a significant amount of name recognition has built up over the years and my client is concerned that the proposed name change to your theatre will create confusion in the public's mind between the two entities.

In addition Hamilton Theatre Inc. has earned over the years a valuable and marketable reputation for Broadway musical entertainment and as you can appreciate would be most reluctant to have that commercial advantage eroded through confusion in the public's mind.

The use of the name "Hamilton Place Theatre" could quite possibly be grounds for a "passing off" action and one in which we have been asked to pursue.

Would you be good enough to advise if any consideration had been given to Hamilton Theatre Inc.'s position in this community before the name was proposed and, secondly, would you

be good enough to advise if there are any other names
you would consider?

Thank you.

Yours truly,

HARRIS & HENDERSON

C. R. HARRIS

CRH:amr

cc Hamilton Theatre Inc.



HAMILTON
PLACE
THEATRE

Box 2080, Station A
Hamilton, Ontario
Canada L8N 3Y7
Tel. 416/525-3100

FROM: Rick DiFilippo
Comptroller

DATE: December 20, 1989

FOR: ACTION _____ INFORMATION XX

TO: Hamilton Place Committee

SUBJECT: Availability of House Seats

I have reviewed the Hamilton Place policy relating to House Seats for purchase, a copy of which is attached.

For most shows that went on sale prior to December 20, 1989, the following numbers of seats were placed on hold for house purposes:

- 1) 22 House seats, of which 4 to 8 would be available to the Director as complimentary tickets. If not used as complimentary tickets, these 4 - 8 seats would be available for purchase;
- 2) 24 seats for publicity purposes, which are controlled by Marketing. Sometimes these tickets are sold and any not used for publicity can be, and sometimes are, used to augment the House Seat allocation should the need arise;
- 3) 4 seats for possible ticketing problems which are controlled by the Box Office.

I am unaware of any problems with availability of house seats. However, due to the fact that potentially 52 tickets could be requested on the first priority listing, I have increased the House Seat allotment by 8 tickets.

This number should suffice since it is unlikely that all 52 tickets would be requested for a particular show. There is a greater probability of sell-outs at Hamilton Place than at Copps Coliseum and therefore there could be potential problems at Hamilton Place if large numbers of seats were released the day before a performance for a show that was previously announced as being sold out.



Hamilton
Entertainment
and Convention
Facilities Inc.

FROM: T. Burrows, Director, HAMILTON PLACE

DATE: April 25, 1986

☐ FOR INFORMATION

TO: HAMILTON PLACE COMMITTEE

☒ FOR ACTION

SUBJECT: POLICY & PROCEDURE FOR "HOUSE TICKETS" IN
HAMILTON PLACE

RECOMMENDATION:

That the following Policy & Procedure for "House Tickets" in Hamilton Place be approved for recommendation to the Board of Directors.

- For each event held in Hamilton Place, there will be a maximum of thirty (30) "House Tickets" (as available) held by the Hamilton Place Box Office.
- These "House Tickets" are available FOR PURCHASE ONLY.
- A maximum of two (2) "House Tickets" per purchase will be permitted for single performance events. A maximum of four (4) "House Tickets" per purchase will be permitted for events of more than two performances.
- Members of the HECFI Board of Directors and other members of Hamilton City Council have first priority to purchase "House Tickets". Requests will be filled in order received to the limit of availability.
- Second priority to purchase "House Tickets" will be given to the senior management personnel of HECFI:

Managing Director
Director, Copps Coliseum
Director, Hamilton Convention Centre
Director, Hamilton Place
Director of Finance and Administration
Director of Marketing

- Third priority to purchase "House Tickets" will be given to V.I.P.s approved by the Managing Director, Director of Hamilton Place, Director of Marketing.
- Fourth priority to purchase "House Tickets" will be given to other HECFI staff approved by the Director of Hamilton Place.
- The following is the procedure to be followed for requesting and purchasing of "House Tickets" by Board of Directors, Council Members, senior management personnel:

1. All requests (whether by telephone, in writing or in person) are to be directed to **Mrs. Jean Faris**, Secretary to Mr. Thomas Burrows in the Hamilton Place Administration Offices, 525-3100;

2. Mrs. Faris must know exactly how you want the tickets to be left at the Hamilton Place Box Office and in whose name(s);

3. Payment for tickets can be made as follows:

- Cash

- Personal Cheque

- (need Credit Card or Driving Licence for identification)

- *Credit Card (VISA, MASTERCARD)

- *(1.) some event Licencees do not accept Credit Card Sales.

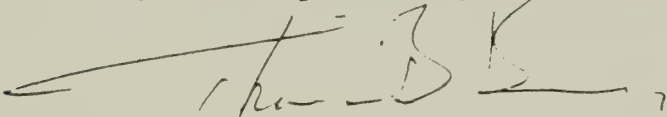
- (2.) if a Credit Card is used and your number is given when requesting tickets, they can be pulled and waiting for you when you pick them up.

TICKETS MUST BE PAID FOR WHEN PICKED UP.

4. Please allow two (2) working days to process your request for "House Tickets".
5. All "House Ticket" orders will be left for pick-up at the **WILL CALL WINDOW** of Hamilton Place Box Office (enter off Summer's Lane).

6. "House Ticket" orders must be picked up not later than 24 hours prior to the event unless payment is guaranteed by Credit Card, otherwise those "House Ticket" orders not picked up will be released for general public sale.
 7. If all thirty (30) "House Tickets" are not purchased by the end of the day prior to the event, those unsold will be returned to the inventory for general public sale.
- Members of HECFI Board of Directors and other members of Hamilton City Council have first priority to purchase "House Tickets" and have until five (5) days prior to the event date to do so.
 - All requests by HECFI staff and VIPs made before five (5) days prior to the event date cannot be confirmed. The requests will be taken in writing and put on a list.

Respectfully submitted,



Thomas B. Burrows
Director of Hamilton Place



HAMILTON
PLACE
THEATRE

Box 2080, Station A
Hamilton, Ontario
Canada L8N 3Y7
Tel. 416/525-3100

M E M O R A N D U M

TO: Hamilton Place Committee
FROM: Thomas Burrows, Director, Hamilton Place
DATE: May 27, 1987
SUBJECT: Allocation of Directors' House Seats - Great Hall

- The Hamilton Place Committee has requested information on a monthly basis concerning the 4 or 8 seats contractually committed to the discretionary use of the Director of Hamilton Place.
- Ticket Policy Guidelines approved by the HECFI Board describe the intended use of these complimentary tickets:
 - 1) To allow Director and/or his representatives to audit the performance.
 - 2) Allocation to Senior HECFI Staff - particularly the Director of Marketing for promotional and public relations purposes, if available.
 - 3) Unused tickets are returned to Box Office for sale.
 - 4) Hamilton Place licenses the theatre as follows:
 - a) Straight Rental: 4-8 tickets held for Directors' use contractually.
Note: No tickets are held for Bach-Elgar, H.P.O., Community Concert Series, McMaster Symphony nor for most community groups with subscription sales.
 - b) Promotion: 22 house seats reserved - 8 of 22 to be used by Director at no charge - if required.
 - c) Co-Promotion: same as above.
 - 5) Press seats are used for Working Press only.
 - 6) A record is available of all complimentary seats issued. This is mandatory under all types of contractual arrangement because it is reviewed as integral to the settlement on Rentals, Promotions and Co-Promotions.

ALLOCATION OF DIRECTOR'S HOUSE SEATS - GREAT HALL

Report for January 1, 1987 to June 6, 1987

Procedures:

RENTAL:

- Director's Seats: 4 or 8,
- All other Press/Complimentary at the discretion of Promoter.
- Promoters use "COMPS" for COMPANY/ARTIST requirements and as "contra" for Radio Promotion, Sponsors and/or Record Companies.

CO-PROMOTION:

- Director's Seats: 4 to 8.
- HAMILTON PLACE and PROMOTER JOINTLY CONTROL use of comps to promote the attraction as above.

PROMOTION:

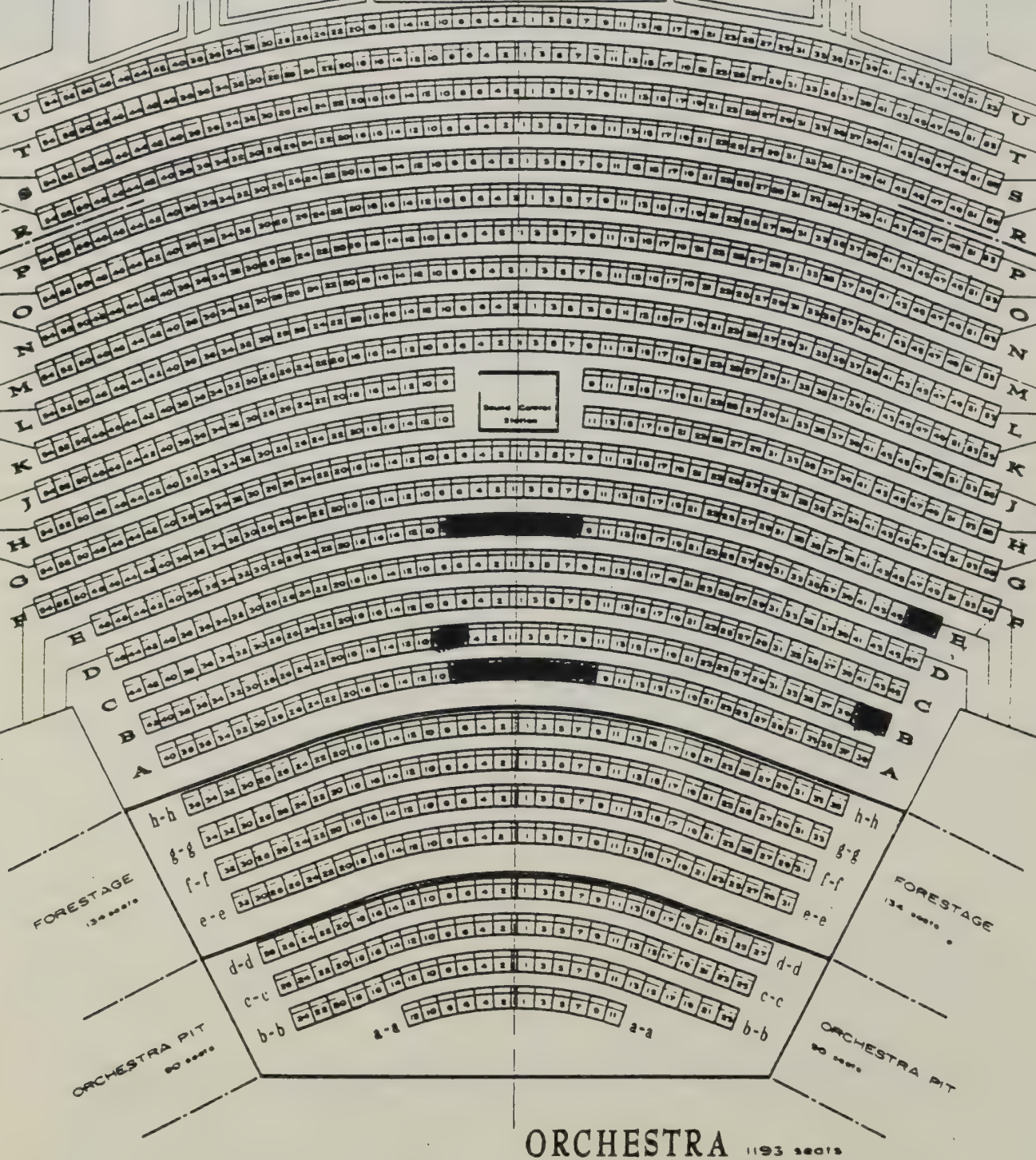
- Director's Seats: 8.
- MORE MAY BE ISSUED IF SHOW IS NOT SELLING WELL.
- "PAPERING" - offering tickets internally to create the impression of better than actual sales results.
- Tickets are first offered to HECFI Staff.

SENIOR STAFF/MANAGEMENT:

- Tickets are issued to staff who are on duty to monitor performance and/or attend on Artist/Company backstage.
- Director's Seats are sometimes used to address legitimate customer complaints - We do not refund tickets.
- Tickets are offered as door prizes for local charities.

FIRST BALCONY OVERHANG

FIRST BALCONY OVERHANG



● = HOUSE SEATS

HAMILTON PLACE

Attachment 5.3.1

UNBORN BIRTH
1989
GOVERNMENT DOCUMENTS

5.3.1 Hamilton Place Committee Minutes of November 23, 1989

HAMILTON PLACE COMMITTEE
Thursday, November 23, 1989

REGULAR SESSION

PRESENT: Alderman H. Merling, Acting Chairman
Mr. F. DeNardis
Mrs. M. Dow
Mr. W. Tidball
Alderman T. Jackson

ALSO PRESENT: Mr. G. Macaluso
Mr. R. Ellison
Mr. R. DiFilippo

REGRETS: Alderman W. McCulloch

1. CHAIRMAN'S REMARKS

Alderman Merling called the meeting to order at 10:15 a.m.

1.1 REPORT OF THE IN CAMERA MEETING

- THAT THE IN CAMERA SESSION OF THE HAMILTON PLACE COMMITTEE BE CONVENED AT 8:10 A.M.
- THAT MR. MACALUSO PREPARE A FULL AND COMPLETE REPORT WITH REGARD TO ANY MARQUEE OR SIGN WHICH HAS BEEN PROPOSED FOR HAMILTON PLACE AND PRESENT IT AT THE NEXT MEETING OF THE HAMILTON PLACE COMMITTEE.
- THAT THE IN CAMERA MINUTES OF OCTOBER 26, 1989 BE APPROVED AS AMENDED.
- THAT THE STATUS REPORT ON ADVANCE BOOKINGS BE RECEIVED FOR INFORMATION.
- THAT THE HAMILTON PLACE FINANCIAL & STATISTICAL REPORT FOR SEPTEMBER 1989 BE RECEIVED FOR INFORMATION.
- THAT A REPORT SIMILAR TO THE ONE PRESENTED ON UPCOMING PROMOTIONS AND CO-PROMOTIONS IN THE GREAT HALL, UPGRADED CONSECUTIVELY, SHOULD BE PRESENTED AT EACH MEETING OF THE HAMILTON PLACE COMMITTEE.
- THAT UNTIL SUCH TIME AS BOARD POLICY IS DEVELOPED PERTAINING TO PROMOTIONS AND CO-PROMOTIONS, NO PROMOTIONS OR CO-PROMOTIONS IN THE GREAT HALL WILL BE BOOKED WITHOUT THE APPROVAL OF THE HAMILTON PLACE COMMITTEE.
- THAT THE IN CAMERA SESSION OF THE HAMILTON PLACE COMMITTEE BE ADJOURNED AT 10:00 A.M.

2. MINUTES OF OCTOBER 26, 1989

MOVED by Alderman Jackson, seconded by Mrs. Dow
THAT THE MINUTES OF OCTOBER 26, 1989 BE APPROVED AS CIRCULATED.
Motion carried.

3. BUSINESS ARISING FROM THE MINUTES

To be covered in the agenda items which follow.

4. COMPTROLLER, HECFI - REPORT

MOVED by Mr. Tidball, seconded by Alderman Jackson

THAT THE REPORT OF THE COMPTROLLER BE RECEIVED FOR INFORMATION.

Motion carried.

5. MARKETING SERVICES REPORT FOR NOVEMBER 1989

MOVED by Alderman Jackson, seconded by Mr. Tidball

THAT THE MARKETING SERVICES REPORT FOR NOVEMBER 1989 BE RECEIVED FOR INFORMATION.

Motion carried.

6. DIRECTOR OF FINANCE AND ADMINISTRATION - REPORT FOR OCTOBER 1989

The Committee made the following observations: attendance was up in 1989 by 50,000 people over 1988; the dampening effect of show promotion losses on revenues rather than an increase in expenses has been the cause of the deficit; the economic impact on the community of the three facilities is upwards of \$100 million.

MOVED by Mr. Tidball, seconded by Alderman Jackson

THAT THE REPORT OF THE DIRECTOR OF FINANCE & ADMINISTRATION FOR OCTOBER 1989 BE RECEIVED FOR INFORMATION.

Motion carried.

7. NEW BUSINESS

7.1 TAXI LINE

Mr. Macaluso advised the Committee that a tender call would be made for a direct taxi line for Hamilton Place, along with the other two facilities. The Committee indicated their support of this project.

7.2 OPERATING COSTS OF HAMILTON PLACE

A report on detailed costs of operating Hamilton Place Theatre for an event was presented by Mr. DiFilippo. The Committee requested that staff conduct a survey on other theatres to see what rental rates they charge.

MOVED by Mr. Tidball, seconded by Alderman Jackson

THAT THE REPORT ON OPERATING COSTS OF HAMILTON PLACE BE RECEIVED FOR INFORMATION.

Motion carried.

8. OTHER BUSINESS

8.1 FOOD SERVICE AT HAMILTON PLACE

Mr. Macaluso advised the Committee that he is preparing a report which will comment on the feasibility of serving food at Hamilton Place.

9. DATE OF NEXT MEETING

There will be no meeting of the Hamilton Place Committee in December. The next meeting of the Committee will take place at a date to be determined.

10. ADJOURNMENT

MOVED by Alderman Jackson, seconded by Mr. Tidball

THAT THE REGULAR SESSION OF THE HAMILTON PLACE COMMITTEE
BE ADJOURNED AT 10:59 A.M.

Motion carried.

TAKEN AS READ AND APPROVED

Alderman H. Merling, Acting Chairman

Robert Ellison, Acting Secretary

URBAN MUND
M
GOVERNMENT

5.4

Hamilton Convention Centre First Report



REPORT TO THE BOARD OF DIRECTORS, HECFI
FROM THE HAMILTON CONVENTION CENTRE COMMITTEE MEETING
OF FRIDAY, JANUARY 26, 1990

The Hamilton Convention Centre Committee presents its FIRST REPORT for 1990 as follows and respectfully recommends:-

1. 1990-1994 Capital Budget Programme for the Hamilton Convention Centre

That the 1990-1994 Capital Budget Programme for the Hamilton Convention Centre, as amended by the committee and attached as APPENDIX "A", be recommended to the HECFI Executive Committee for approval.

2. Smoking in the Workplace

That:

- 1) The Hamilton Convention Centre comply with City of Hamilton By-law No.89-370 respecting smoking in the workplace, as of March 10, 1990;
- 2) That smoking be prohibited in the Administrative Offices, Employee Lounge and all other areas considered to be a workplace;
- 3) That smoking by any member of our staff be restricted to outside the Facility.

A copy of the recommendation of the Operations Manager with relevant supporting material, is attached as APPENDIX "B".

Information Items

3. Report on the Centre for the months of November and December, 1989

The Operations Manager's Report on the Centre for the months of November and December, 1989 was approved and received for information. A copy is attached as APPENDIX "C".

4. Correspondence items

The correspondence items, attached as APPENDIX "D", were received for information.

5. Client Evaluations

The Client Evaluations were received for information.

cont.....

6. Unaudited Operating Results for the eleven-month period to November 30, 1989

The Unaudited Operating Results for the eleven-month period to November 30, 1989 were approved and received for information. A copy will be included with the material forwarded to the Directors by the Finance/Administration Division.

7. Marketing Services Report

The Marketing Services Report was approved and received for information. A copy will be provided to the Directors by the Marketing Services Department.

8. Maintenance of Elevators and Escalators

A report of the Operations Manager, attached as APPENDIX "E", was received for information.

8. Date of next meeting

The next meeting of the committee was scheduled to take place on Friday, February 23, 1990, at 8:00 a.m.

Respectfully submitted,

Alderman J. Gallagher, Acting Chairman
Hamilton Convention Centre Committee

B. Goddard
Secretary



HAMILTON
CONVENTION
CENTRE

APPENDIX "B"

115 King Street West
Hamilton, Ontario
Canada L8P 4T9
Tel. 416/523-5883

FROM: Stephen H. Dockman, Operations Manager
Hamilton Convention Centre

DATE: January 19, 1990

FOR ACTION X

FOR INFORMATION _____

TO: HECFI BOARD _____ AND/OR HAMILTON CONVENTION CENTRE COMMITTEE(S) X

SUBJECT: **Smoking in the Workplace**

RECOMMENDATION:

- THAT: 1) THE HAMILTON CONVENTION CENTRE COMPLY WITH CITY OF HAMILTON BY-LAW NO. 89-370 RESPECTING SMOKING IN THE WORKPLACE, AS OF MARCH 10, 1990;
- 2) THAT SMOKING BE PROHIBITED IN THE ADMINISTRATIVE OFFICES, EMPLOYEE LOUNGE AND ALL OTHER AREAS CONSIDERED TO BE A WORKPLACE;
- 3) THAT SMOKING BY ANY MEMBER OF OUR STAFF BE RESTRICTED TO OUTSIDE THE FACILITY.

BACKGROUND:

Attached for reference is a copy of By-law No.89-370 regarding this subject.

Presently, there is only one area where smoking is allowed in the facility, namely the "Employee Lounge" on the second floor, which has been designated for the use of our employees. Smoking will in future be prohibited in this area in compliance with the by-law.

Considering that there are no other areas in the Convention Centre which can be designated as smoking areas, it will therefore be necessary to restrict smoking by our employees in the building.

Stephen H. Dockman
Operations Manager
Hamilton Convention Centre

SHD:bg
Attch.

12/13/89

Bill No. E-11

The Corporation of the City of Hamilton

BY-LAW NO. 89-370

Respecting:

SMOKING IN THE WORKPLACE

WHEREAS it has been determined that environmental tobacco smoke (ETS) is irritating and discomforting, and a hazard to the health of the workers of the City of Hamilton;

AND WHEREAS it is desirable to reduce the effects of environmental tobacco smoke (ETS) in the workplace in accordance with the provisions of this by-law;

AND WHEREAS the City of Hamilton Act, 1989, which authorizes the Council of The Corporation of the City of Hamilton to enact by-laws to regulate smoking in workplaces in the City of Hamilton, received Royal Assent on the 13th day of July 1989.

AND WHEREAS the Council of The Corporation of the City of Hamilton, in adopting Item 1 of the 18th Report of the Legislation Committee at its meeting held on the 12th day of December 1989, authorized the preparation of a by-law to regulate workplace smoking as hereinafter provided;

NOW THEREFORE the Council of The Corporation of the City of Hamilton enacts as follows:

1. In this by-law,
 - (a) "Council" means the Council of The Corporation of the City of Hamilton;
 - (b) "designated smoking room" means an enclosed space that is set aside for use by smokers and clearly identified as such;
 - (c) "employee" includes a person who,
 - (i) performs any work for or supplies any services to an employer, in any capacity including a managerial capacity, or
 - (ii) receives any instructions or training in the activity, business, work, trade, occupation or profession of the employer;
 - (d) "employer" means a person who employs one or more workers or contracts for the services of one or more workers and includes a contractor or subcontractor who performs work or supplies services and a contractor or subcontractor who undertakes with an owner, constructor, contractor or subcontractor to perform work or supply services;
 - (e) "smoking" includes carrying a lighted cigar, cigarette, pipe, and "smoke" has a corresponding meaning;

- (f) "smoking policy" means a written policy that attempts to accommodate the preferences of non-smokers and smokers in a workplace;
- (g) "workplace" means any enclosed area of a building or structure in which an employee works.

Workplace Smoking Policy

2. (1) Every employer in the City of Hamilton shall, before 10 March 1990, adopt and implement a smoking policy in respect of each workplace under the control, supervision or ownership of the employer.

(2) Where a workplace is created or comes into existence after 10 March 1990, the employer responsible for such workplace shall, within 7 days after the workplace is created or comes into existence, adopt and implement a smoking policy in respect of each such workplace under the control, supervision or ownership of the employer.

(3) Subsections (1) and (2) shall not apply to workplaces or parts thereof that are regulated under City of Hamilton By-law No. 80-258, as amended, save and except for municipal offices.

3. Every employer required by this by-law to adopt and implement a smoking policy shall,

- (a) thereafter maintain that smoking policy in the workplace for which it was adopted,
- (b) give written notice of the adoption of the smoking policy to each employee in the workplace within 7 days after the day upon which the smoking policy in respect to that workplace was adopted,
- (c) erect and maintain signs, in accordance with section 10 of this by-law, indicating where smoking is permitted and where smoking is prohibited by the smoking policy, and
- (d) erect and maintain signs, in accordance with section 10 of this by-law, at every entrance to the workplace indicating that smoking is prohibited by the smoking policy, except in certain designated smoking rooms.

4. (1) Subject to section 5, every workplace smoking policy shall totally prohibit smoking in the workplace, or shall prohibit smoking in the workplace except in designated smoking rooms.

(2) Nothing in this by-law shall derogate from the right of an employer to establish a policy, at any time, that totally prohibits smoking in the workplace, and posting signs to that effect, or from the right of an employee to smoke-free workplace.

5. In establishing the designated smoking rooms under section 4, every employer shall take into account the concerns and preferences of both non-smoking and smoking employees.

3

6. Notwithstanding section 5, no reception area, lobby, hallway, washroom, private office or any other like space shall be designated as a smoking room.

7. (1) Every designated smoking room in an office building or other enclosed workplace constructed prior to 01 January 1991 shall be fully enclosed and ventilated.

(2) Notwithstanding subsection (1), every employer shall make reasonable efforts to ensure that a designated smoking room is independently ventilated to the outside.

(3) Every designated smoking room in an office building or other enclosed workspace constructed on or after 01 January 1991, shall be fully enclosed and independently ventilated directly to the outside.

8. (1) No person shall smoke in a workplace contrary to the smoking policy adopted for that workplace.

(2) No employer or supervisor shall permit smoking in a workplace contrary to the smoking policy adopted for that workplace.

9. Where an owner is not an employer, the owner shall not interfere with the employer in the performance of any of the duties imposed on an employer under any of the provisions of this by-law.

Signs

10. (1) Every sign that prohibits smoking shall comply with the following requirements:

1. Carry the text "NO SMOKING" in upper case or lower case letters, or a combination of both.
2. Consist of two contrasting colours, or consist of lettering contrasting to the background colour where the lettering is applied directly to surface or is mounted on a clear panel.
3. Consist of lettering not less than the height set out in column 2 of Table 1, for the corresponding maximum viewing distance in direct line of sight, in column 1.

TABLE 1

Distance in Feet (Column 1)	Height in Inches (Column 2)
10 or less	1
20	2
40	3
80	4
160	6
more or less	8

4. Include in the text at the bottom of each sign, "City of Hamilton By-law No. 89-370 Maximum Fine \$2,000" in letters and figures not less than,

4

- (a) 1/2 inch in height for signs with letter size of 1 inch, and
- (b) 1/4 of the height of the letters for all other sizes of signs having lettering greater than one inch.

(2) For the purpose of subsection 1, "letter height" means the actual height of the letter whether or not the letter is in lower case or in upper case.

11. (1) Notwithstanding section 10, a graphic symbol in accordance with subsection 4 of this section may be used to indicate no smoking areas.

(2) Every graphic symbol shall comply with the following requirements:

1. Include the text "City of Hamilton By-law No. 89-
Maximum Fine \$2,000" in letters and figures occupying at least 5% of the diameter of the circle of such symbol.
2. Consist of a white background having,
 - (a) a circle and interdictory stroke in red upon the background, and
 - (b) a cigarette, letters and figures in black, in accordance with the provisions of this section.
3. Consist of one of the following symbols:
4. Consist of a symbol shown in paragraph 3, having a diameter not less than the diameter set out in column 2 of Table 2 for the corresponding maximum viewing distance in direct line of sight in column 1.

TABLE 2

Distance in Feet (Column 1)	Height in Inches (Column 2)
10 or less	4
20	6
40	8
80	12
160	16
more than 160	24

(3) Notwithstanding subsection (2), every graphic symbol may contain a directional arrow.

(4) Notwithstanding that the content of a graphic symbol contains a cigarette, the prohibition shall include a cigar, pipe or any other lighted smoking equipment.

Enforcement

12. (1) This by-law shall be enforced by the Licensing Division of the Clerk's Department for The Corporation of the City of Hamilton.

(2) No person shall hinder or obstruct an inspector lawfully carrying out the enforcement of this by-law.

offence and Penalty

13. Any employer or supervisor who permits smoking in a workplace contrary to the smoking policy adopted for that workplace is guilty of an offence, and on conviction is liable to a fine not exceeding \$2,000.00, exclusive of costs, for each offence.

14. (1) Any employer who refuses, fails or neglects to perform any of the duties imposed upon an employer under any of the provisions of this by-law is guilty of an offence, and on conviction is liable to a fine not exceeding \$2,000.00, exclusive of costs, for each offence.

(2) Any owner who is not an employer and who interferes with an employer in the performance of any of the duties imposed upon an employer under any of the provisions of this by-law is guilty of an offence, and on conviction is liable to a fine not exceeding \$2,000.00, exclusive of costs for each offence.

15. In addition to the provisions of section 13 and 14, any person who smokes in contravention of any of the provisions of this by-law is guilty of an offence, and on conviction is liable to a fine not exceeding \$2,000.00, exclusive of costs, for each offence.

General

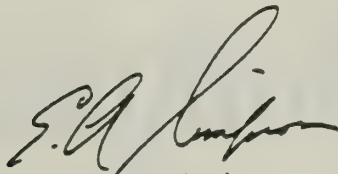
16. Any notice required by this by-law to be given by the employer shall be,

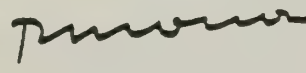
- (1) posted and kept continuously displayed in a prominent place which is accessible to all employees in the workplace, and
- (2) personally distributed to each employee in that employer's usual working area in the workplace.

17. This by-law comes into force and effect on the 1st day of March 1990.

18. This by-law may be cited as the "Workplace Smoking By-law".

READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED
on the 12th day of December 1989.


City Clerk


Mayor

(1988) 6 R.L.C. 1(a), April 26
(1988) 9 R.L.C. 21(d), July 26
(1989) 18 R.L.C. 1, December 12



what their preferences are and what problems some individuals may have with tobacco smoke. An employer will be in a better position to make an informed decision after consulting how the employees feel. Ultimately, however, it is the employer's decision.

If the employer has decided not to designate a smoking area, smoking is prohibited in that workplace. If the decision is to designate an area, certain restrictions will apply.

If the designated smoking area or areas (there may be more than one) is limited by the Act to a maximum size of 25 per cent of the floor area of the workplace. Whether there is one or several smoking areas, the total area of all smoking areas cannot exceed 25 per cent of the floor area.

Employers are required to post signs that identify the designated smoking area(s) in the workplace.

If an employee asks to be moved to a location away from a designated smoking area, the employer is required to make every reasonable effort to accommodate the employee's request. This may involve moving the employee to another work area, section of the work area or a separate office. Employers should be sensitive to employee requests not only because the legislation says they must attempt to accommodate such requests but because some people have adverse reactions to tobacco smoke.

Employers, whether they have designated a smoking area or chosen to prohibit smoking in the workplace, are responsible for ensuring compliance in their workplace. In other words, they are required, within reason, to ensure that smoking is confined to the designated areas or, if smoking is prohibited, to ensure that no one smokes in that workplace.

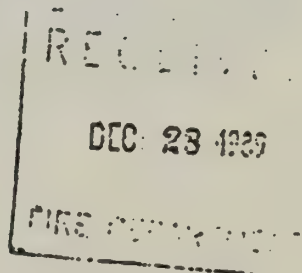
For further information or assistance regarding workplace smoking, please contact the Ministry of Labour office near you.

Remember, the Act becomes effective January 1, 1990. If these simple steps are followed, you can put the *Smoking in the Workplace Act* to work for you.

Ontario Ministry of Labour
University Avenue
Toronto, Ontario
M5T 1T7

RECEIVED
Ministry of Labour JAN - 6 1990
Ontario

A Guide to Ontario's Workplace Smoking Law



Introduction

Effective January 1, 1990 your workplace, along with some 233,000 others throughout Ontario, will be required by the *Smoking in the Workplace Act* to restrict on-the-job smoking.

The purpose of this Act is to restrict workplace smoking by establishing minimum standards that limit exposure to tobacco smoke in the workplace.

The *Smoking in the Workplace Act* applies to all workplaces under provincial jurisdiction. In other words, 90 per cent of the Ontario work force will be covered by the Act. This includes retail, commercial, manufacturing and mining operations, hospitals, social service agencies and educational institutions.

Given the large number of workplaces that are subject to this law, you are probably affected. So, whether you are an employer or an employee, it is important that you know your rights and responsibilities under the Act.

A Brief Guide to the *Smoking in the Workplace Act*

The *Smoking in the Workplace Act* sets out clear restrictions on smoking in the workplace. Here's what it does...

The Act prohibits smoking in enclosed workplaces. An 'enclosed workplace' means a partially or fully completed building, mine or tunnel that is separated from the outdoors.

Vehicles, such as buses or the cabs of trucks, are not considered to be workplaces. However, a mobile library or health unit located in a trailer, for example, would be considered a workplace and therefore is subject to this Act.

Areas of a workplace used primarily by the public are also exempt from the Act. For example, shopping malls, the floor area of a store or service centre that is accessible to the public, restaurants and bars are exempt from this legislation. Areas of a workplace that are not accessible to the public, such as lunch rooms and the area behind counters, are subject to this Act. Many Ontario municipalities now have regulations in place restricting smoking in public areas.

Employers may designate a smoking area in the workplace. If an employer does not designate a smoking area, smoking is banned in that workplace.

If an employer chooses to designate a smoking area, this area (or areas) cannot exceed 25 per cent of the floor area of the workplace.

Prior to designating the smoking area, an employer is required to consult with one of the following: 1) the joint health and safety committee; 2) a similar committee in which employees participate; or 3) the workers' health and safety representative.

If an employee asks to work in a place away from a designated smoking area, the employer is obliged to make every reasonable effort to accommodate that request.

It is an offence for an employer to take a reprisal action against an employee who has lodged a complaint under this Act.

Employers convicted of an offence under this Act are subject to a maximum fine of \$25,000 and employees to a maximum fine of \$500.

This Act is enforced by Ministry of Labour inspectors appointed under the *Occupational Health and Safety Act*.

The *Smoking in the Workplace Act* recognizes that there now exist workplace smoking restrictions in some municipalities and in federally regulated workplaces. In order to work effectively with other statutes and by-laws that restrict workplace smoking, the Act states that the more restrictive provision, whether it is a municipal by-law or other Act or regulation, will prevail.

Putting the Act to Work in Your Workplace

The *Smoking in the Workplace Act* is not complicated. In fact it's very simple.

The following steps serve as a guide to follow in putting the Act to work in your workplace:

1. Employers should begin thinking now about whether or not they want to designate smoking areas in their workplace.

Prior to establishing a designated smoking area, employers are required to consult with the joint health and safety committee, a similar committee in which employees participate or the workers' health and safety representative.

It is possible that your workplace does not have such a committee or a health and safety representative. In such cases there is no obligation to consult, but it still makes sense to talk it over with your employees. This is a good opportunity to find



HAMILTON
CONVENTION
CENTRE

APPENDIX "C"

115 King Street West
Hamilton, Ontario
Canada L8P 4T9
Tel. 416/523-5883

REPORT TO THE HAMILTON CONVENTION CENTRE COMMITTEE
FROM THE OPERATIONS MANAGER FOR NOVEMBER AND DECEMBER, 1989

January 22, 1990

We have just completed an extremely successful year at the Convention Centre with revenues exceeding all expectations. The estimated revenue for 1989 is \$3,750,000, exceeding the budget by over \$830,000.

Revenue for the month of November was \$465,390, the highest ever for any month, which is a 24.1% increase over the \$375,000 budget, and well above the 1988 comparative figure of \$387,959. The preliminary revenue figure for December is \$350,000 which compares favourably with the budget of \$270,000.

Future sales for November were \$407,982 and for December, \$328,813. The Sales Objective for 1989, which was \$3,817,000, has been exceeded by \$124,223 for a total of \$3,941,223 in sales for future years.

The following is a brief outline of the conventions and other major functions during the months of November and December:

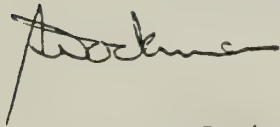
	Number of persons attended	Revenue generated
<u>Conventions</u>		
Hamilton Area Square Dancers Inc. -		
Canadian Challenge Convention	1,000	\$ 20,233
Ontario Library Association	500	48,349
Associated Public Safety		
Communications Officers	350	14,678
Ontario Public Health Association	500	30,864
National Conference on		
Disaster Management	300	31,388
<u>Banquets</u>		
Big V Pharmacy	910	31,120
Hamilton District Homebuilders		
Association - Presidents Ball	641	34,381
Menasco Aerospace Ltd.	775	27,658
Dofasco Retirees Christmas Luncheon	920	18,262
Hamilton Real Estate Board	1,020	27,084

Others

Hadassah-Wizo Bazaar	8,650	7,643
Canadian Amateur Boxing Championship	800	3,936
Winter Festival of Friends	2,000	20,629
A Christmas Fantasy	5,380	29,584

There are a number of capital projects that will be addressed in 1990. These include the replacement of the concrete furniture, the lobby refurnishing, the construction of a V.I.P. Boardroom and Washroom in Room 314, replacement of the vinyl on the movable walls. As well, tenders are presently underway for a signage consultant and for the replacement of the Summers Lane glass doors.

All indications are that 1990 will be an exciting and challenging year, one we are all looking forward to.



Stephen H. Dockman
Operations Manager
Hamilton Convention Centre

SHD:bg



Hamilton Construction Association

370 York Blvd.
Hamilton, Ontario L8R 3L1
Telephone: 522-5220 Fax: 572-9166

October 26, 1989.

Ms. Irene Kovacs,
Events Coordinator,
Hamilton Convention Centre,
115 King Street West,
Hamilton, Ontario.
L8P 4T9

Dear Ms. Kovacs:

We are writing to say thank you for the excellent work of your staff in preparing and facilitating our function last evening. Everyone we asked helped in a great way.

While all of the staff did a great job, a few persons stand out because we had an opportunity to see them more often. Please pass on our thanks to all and especially Dolores, Sabina, and Andy (who assisted with the piano move).

There is one item of concern though. During our speeches there was noise coming from the elevator shaft. It was rather distracting and perhaps for future events you may want to consider ways of eliminating this.

Once again, thank you.

Yours truly,

HAMILTON CONSTRUCTION ASSOCIATION

J. Cameron Nolan, B.A.
Executive Director

JCN:jeh





HAMILTON CONVENTION CENTRE

COMMENTS

Were you properly greeted when you arrived at the Hamilton Convention Centre?
☒ Yes ☐ No

Comments: "GOOD MORNING" RECEPTIONIST

Were you able to find your meeting/function easily?
☒ Yes ☐ No

Comments:

Did you find the facility to be clean and attractive?
☒ Yes ☐ No

Comments: GARBAGE CONTAINERS IN
SHOULD BE AVAILABLE IN
MEETING ROOMS

If you had food for beverages at the Centre, how did you find our:

	Poor	Acceptable	Good	Excellent
Service	☐	☐	☐	☒
Presentation	☐	☐	☐	☒
Quality	☐	☐	☐	☒
Staff	☐	☐	☐	☒

Comments: SERVICE COULD NOT BE
BETTER - VERY FRIENDLY.

PLEASE TURN OVER

Was your meeting or function room set up appropriately?
☒ Yes ☐ No

Comments:

If Audio-visual equipment was used, was it set up properly, and in good working order?
☒ Yes ☐ No

Comments: EXCELLENT

General Remarks: OUR 3-DAY SEMINAR
WAS SUCCESSFUL PARTY TO
THE SERVICE & BANQUET
FACILITIES OF THE CONVENTION
CENTRE - THANK YOU!

Name:

MOHAWK COLLEGE

Date:

OCT 21/89

Address:

350 KING ST E

SUITE 110

HAMILTON, ONT

L8N 3Y3

Telephone Number: 527-7226

Hamilton Convention Centre Staff will be pleased to forward comments to trade show promoters.

THANK YOU FOR TAKING TIME TO COMPLETE THIS CARD

• Tak • спасибо • Takk • Hvala vam lepo • Dank U • Kiitos • Gracias • תודה •

• Tack • ありがとう •

• Grazie • Merci • Thank You • Danke •



Up with People.

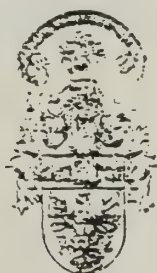
Dear Robin,

Just a note to say "thank you" for all of your help in putting together the arrangements for our show at the Convention Centre. We could not have made it run so smoothly without you!

Our stay in Hamilton was a definite success and the cast had a great time! It will be one of the highlights of their year on the road.

Again, thank you for your help with everything and for your continued support of Up With People! Sincerely,
Sharon Meis

Alumni and Development



McMASTER UNIVERSITY

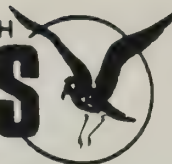
November 17, 1989

Dear Robin:

Thank you for all your help in organizing McMaster's President's Club Dinner last Tuesday night. It was a highly successful evening thanks to the efforts of all those involved. Please extend my thanks to the chef (the salmon was mouth-watering), Peter, and all the wait staff. Again, my thanks! Lorna Somers.

DEC 1 1989

HAMILTON WENTWORTH
CREATIVE ARTS



November 19, 1989

ALL STAFF

THANK YOU FOR EFFORT
ON BEHALF OF THE CENTER
WELL DONE

Steve Dockman
Convention Centre
115 King Street W
Hamilton, Ontario
L8P 4T0

Attention: STEVE DOKMAN AND ALL STAFF

Hi Gang:

[Signature]
Dec 7/89

I got a quick note to say thank you for all your help. It went bigger, better, smoother than ever before. The food was great except for one egg salad croissant from hell that coughed in. Security was good and we only had minimal shoplifting because of their presence - keep up the good work. Several people mentioned the phone staff and how helpful they were with information.

The clean up set up gang did a terrific job too. The whole place sparkled. To the guys and gals in the office who took the trouble to check in frequently - thanks - your friendly concern made us feel like part of the team.

Our new banners cost us 1800 dollars and you can borrow them again, but don't lose them please. We are having some more made for 1990 to keep the theme through the whole place. I think next year, with your help, we can really change Hamilton's perception of trade shows and their value to the community.

See you soon

Yours truly,
Hamilton Wentworth
CREATIVE ARTS INC.

[Signature of William B. Powell]

William B. Powell
General Manager

P.S. We are going to really miss Renee. Please try to get her back.

To whom it may concern;

Thank you for your understanding and co-operation concerning this invoice.

My menu sampling was excellent. Our hostess 'Robin Kaking' was very helpful and is definitely an asset to the Convention Centre.

I am looking forward to my wedding date, February 24, 1990 and feel comfort in knowing that the staff at the Convention Centre along with Robin Kaking will have everything under control.

Thank you again.

Sincerely Yours,

Zitsa Koutalos.

7

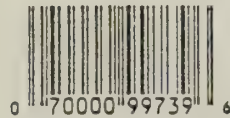
7

THANK YOU



7

Hallmark



135T 45-7
© HALLMARK, TORONTO
CANADA 18U 076

Your kindness
meant much more
than you will ever know.

Dear Alan,

Sorry this is so late but
we wanted to let you know
how much we appreciated your
talents as chef in helping us
prepare for us the most
fabulous wedding feast
Thanks again
Mike & Trill

Good Shepherd Centres

Mending hope, lives and families
~ Charity Unlimited ~

8

JAN 15 1990

January 11, 1990

Hamilton Convention Centre
115 King Street West
Hamilton, ON
L8P 4T9

Dear Friends

As the Christmas season is fast drawing to a close, we at Good Shepherd Centre reflect on and give thanks for the many blessings and gifts we have received this season. Our greatest blessings and gifts are friends like you, who because of your care, love, support and generosity made it possible for us to help bring hope and joy into the lives of those less blessed of our society.

The Little Brothers of the Good Shepherd and the staff of Good Shepherd Centre thank you for your donation of food.

It is only because of your generosity and support that we are able to continue to respond to the needs and requests of those who come to our Centre daily.

Wishing you peace and happiness this New Year.

Sincerely,

Sister Rita Bohnert

Sister Rita Bohnert, C.S.J.
Director, Men's Centre

/sc

Men's Centre
135 Mary Street,
Box 1003
Hamilton, Ontario L8N 3R1
528-9109

Women's Centre
Martha House
20 Emerald Street South
Hamilton, Ontario L8N 2V2
523-8895

Family Services
16 Eastwood Street,
Hamilton, Ontario L8H 6R7
549-1155



Good Shepherd Centres

Mending hope, lives and families
- Charity Unlimited -

9

1989

November 28, 1989

Hamilton Convention Centre
115 King Street West
Hamilton, ON
L8P 4T9

Dear Friends:

On behalf of the Little Brothers of the Good Shepherd and the staff of Good Shepherd Centre, I thank you for your donation of food.

It is because of you, through us, that many of those less-blessed of our society are able to experience some of the blessings of everyday living. Without your assistance we would not be able to respond to the many requests we receive each day whether these requests be for food, clothing, temporary shelter, long term shelter or just for someone to be present.

Thank you for your care, concern and support. May the Lord bless you.

Sincerely,

Sister Rita Bohnert

Sister Rita Bohnert, C.S.J.
Director, Men's Centre

/sc

Men's Centre
135 Mary Street
Box 1003
Hamilton, Ontario L8N 3R1
528-9109

Women's Centre
Martha House
20 Emerald Street South
Hamilton, Ontario L8N 2V2
523-8895

Family Services
16 Eastwood Street
Hamilton, Ontario L8H 6R7
549-1155



International Joint Commission
Commission mixte internationale

10

November 20, 1989

His Worship, The Mayor of Hamilton
City of Hamilton
City Hall, 71 Main Street West
Hamilton, Ontario
L8N 3T4

Dear Mayor Morrow:

On behalf of the International Joint Commission, I would like to extend my sincere appreciation to you, the Hamilton City Council and the local planning committee for the support and contribution made prior to and during our 1989 Biennial Meeting. In our view, the meeting was very successful in large part because of the assistance you and others from the Hamilton area provided to the Biennial Meeting Planning Committee.

We appreciated the Proclamation by Council of the week of October 9 to October 15, 1989 as "Great Lakes Week". My colleagues also join me in expressing thanks to you for your kindness in hosting the dinner on Wednesday evening October 11. We know that this required a change in your travel plans and we are grateful to you.

I personally welcomed the opportunity to meet you again.

Yours sincerely,

Hon. E. Davie Fulton, P.C. Q.C.
Acting Chairman,
Canadian Section

39th CANADIAN CHEMICAL ENGINEERING CONFERENCE

in conjunction with

2nd INTERNATIONAL CONFERENCE ON SEPARATION
SCIENCE & TECHNOLOGY

Convention Center, Hamilton, Ontario, Canada, Oct. 1-4, 1989

November 13, 1989

To The Hamilton Convention Centre Staff,

GENERAL
CONFERENCE
CHAIRMAN

L.W. Shmidt
pt. of Chem. Eng.
McMaster University
Hamilton, Ont. L8S 4K1

ice-Chairmen
r. G.M. Ritcey
CANMET
55 Booth St.
Ottawa, Ont. K1A 0G1

r. A. Benedek
eson Environmental Inc.
45 Harrington Court
Ottawa, Ont. L7N 3P3

TECHNICAL
PROGRAM
CHAIRMAN

Can. Chem. Eng.
Conference
Dr. C.W. Robinson
Dept. of Chem. Eng.
University of Waterloo
Waterloo, Ont. N2L 3G1

Dr. M.H.I. Baird
Dept. of Chem. Eng.
McMaster University
Hamilton, Ont. L8S 4L7

Int. Conf. Separation
Science & Technology
Mr. G.M. Ritcey
CANMET
555 Booth St.
Ottawa, Ont. K1A 0G1

On behalf of the Organizing Committee for the 39th Chemical Engineering Conference held at the Convention Centre in October, I would like to thank all of you for your help in making this event such a success!!!!

As we go through the process of wrapping up all of the Conference activities and prepare our final reports, it is evident that the three days went very well. Much of the credit for our success is due to all of you. All of the staff were very friendly and helpful and as Facilities Chairperson, I enjoyed meeting and working with all of you. Even with the best planning in advance, there are still the "last minute" changes which come up and I want to thank you all for helping with these. The meals were wonderful and the service was great. You should all take pride in the excellent job that you do as hosts of such events.

I know that there are Conferences being planned for 1991 and I am sure that the Convention Centre will be considered as we look for a location for these events. I hope that I get the chance to work with all of you again!

Thanks Again!!

Leslie K. Eubank

Leslie K. Eubank
Hotel and Facilities Chairperson
39th Canadian Chemical Engineering Conference

ROBINSON'S

12

November 23, 1989

Hamilton Convention Centre
115 King Street West
Hamilton, Ontario
L8P 4T9

ATTENTION: ROBIN LAKING

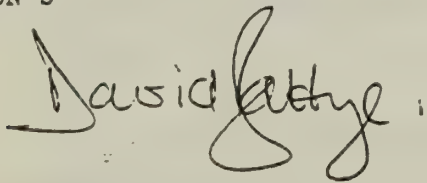
Dear Robin:

Thank you for helping to make Saturday such a successful evening for our Christmas Ball. As always we had many last moment changes and additions, all of which you handled beautifully.

A special thanks must go to Peter Kopatch who helped feed our last minute surprise arrivals, he gave us superb customer service.

Yours sincerely,

ROBINSON'S



David Battye
Director of Personnel

/jm



Good Shepherd Centres

Mending hope, lives and families
~ Charity Unlimited ~

JAN 18 1990

13

January 12, 1990

Hamilton Convention Centre
Banquet Hall
115 King Street West
Hamilton, ON
L8P 4T9

Dear Friends:

As the Christmas season is fast drawing to a close, we at Good Shepherd Centre reflect on and give thanks for the many blessings and gifts we have received during this season. Our greatest blessings and gifts are friends like you, who because of your care, love, support and generosity made it possible again this Christmas to bring hope, joy and excitement into the lives of those less blessed of our society.

Because of your generosity we were again able to provide a sit down turkey dinner with all the trimmings, including gifts for everyone to 500 men, women and children on December 23 at Cathedral Girls' High School. Also, because of you, we were able to help make "Christmas" for an additional 300 families by providing for them food hampers which included a turkey and gifts.

On behalf of the Little Brothers of the Good Shepherd and the staff of Good Shepherd Centre, thank you for your donation of canned goods which helped make Christmas a time of celebration for those less fortunate than ourselves.

Wishing you and your family peace and happiness this New Year.

Sincerely,

Sister Rita Bohnert, C.S.J.
Director, Men's Centre

/sc



HAMILTON
CONVENTION
CENTRE

APPENDIX "E"

115 King Street West
Hamilton, Ontario
Canada L8P 4T9
Tel. 416/523-5883

FROM: Stephen H. Dockman, Operations Manager
Hamilton Convention Centre

DATE: January 19, 1990

FOR ACTION _____

FOR INFORMATION X

TO: HECFI BOARD _____ AND/OR HAMILTON CONVENTION CENTRE COMMITTEE(S) X

SUBJECT: Maintenance of Elevators and Escalators

RECOMMENDATION: n/a

BACKGROUND:

We have reviewed our maintenance service contract with United Technologists-Otis for the escalators and with Dover Elevators for the passenger and freight elevators with John Crane as requested by the Executive Committee. Our comments are as follows:

1) Escalators - United Technologists-Otis

The maintenance agreement for the escalators provides the extended coverage and weekly service that is required for our facility, particularly with the escalators operating 16 hours a day and with 400,000 people a year visiting the Convention Centre.

The monthly maintenance cost of \$2,275.00 or 3.8% of the replacement cost of the escalators is considered an acceptable percentage for maintenance, as well as good value for the dollar spent and service provided.

2) Elevators - Dover Elevator

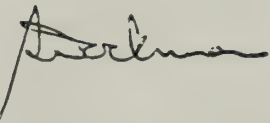
The maintenance agreement for the elevators provides a comprehensive program of protective maintenance that is designed to keep the elevators in excellent operation condition throughout its full life potential.

The present service of 24 times a year on passenger elevators and 12 times per year on freight elevators was felt to be necessary in consideration of the usage and the number of events in the facility. However, we did request Dover Elevator to review the contract with a view to reducing our costs.

cont.....

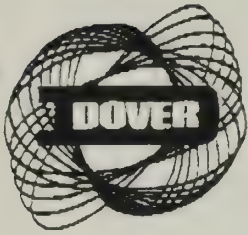
Attached is a letter from Dover Elevator indicating that they will waive any price increase for 1990 and also limit the increase to 4% over the three ensuing years.

As Dover Elevator had previously confirmed an increase of 6% for 1990 on the current monthly rate of \$1,970.00, we will realize a savings of \$1,418.00 for the current year.



Stephen H. Dockman
Operations Manager
Hamilton Convention Centre

SHD:bg
Attch.



ELEVATOR

January 18, 1990

Hamilton Convention Centre
115 King Street West
Hamilton, Ontario
L8P 4T9

Attention: Mr. S. Dockman

Dear Mr. Dockman:

Re: Convention Centre, Elevator Maintenance
Our Ref: 30-46-00276

We have reviewed our contract with the Hamilton Convention Centre and are pleased to present to you our recommendation concerning price changes.

Dover Elevator would hold our 1990 price increase to 0% and hold firm our 1991, 1992 and 1993 increases to 4% per year.

We await your further instruction.

Yours very truly,

Gary T. Ross
Branch Manager

GTR/rw

Attachment 5.4.1

ORIGINAL
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 01/11/2001 BY 60322 UCBAW

5.4.1 Hamilton Convention Centre Committee Minutes of November
24, 1989

HAMILTON CONVENTION CENTRE COMMITTEE

REGULAR MEETING

Friday, November 24, 1989

08:00 hours

Room 205, HCC

PRESENT: Mr. Norman Levitt, Chairman
Mr. Wm. J. Tidball, Vice-Chairman
Alderman Don Drury
Mrs. Mary Dow

ALSO PRESENT: Alderman John Gallagher
Chairman of the Board, HECFI
Mr. Stephen H. Dockman, Operations Manager, HCC
Mr. John A. Leuser, Director
Finance/Administration, HECFI
Mrs. B. Goddard, Secretary

REGRETS: Mrs. Alison VanDuzer, Member
Mr. Gabe Macaluso, Managing Director/CEO, HECFI

1. Chairman's Remarks

The Chairman opened the meeting at 08:10 hours

2. Motion to move In Camera

It was MOVED by Mrs. Dow, seconded by Mr. Tidball -

THAT THE IN CAMERA SESSION BE CONVENED

MOTION CARRIED

3. Motions carried during In Camera Session

THAT A REPORT OF THE DIRECTOR, FINANCE/ADMINISTRATION, RELATING TO HECFI'S GRATUITY POLICY, BE RECEIVED FOR INFORMATION

THAT THE SALES REPORT FOR OCTOBER 1989 BE APPROVED AND FORWARDED TO THE BOARD OF DIRECTORS FOR INFORMATION

THAT THE REPORT ON CONFIRMED CONVENTIONS AND FORECASTED COMMUNITY EFFECT BE APPROVED, RECEIVED FOR INFORMATION AND FORWARDED TO THE BOARD OF DIRECTORS

THAT THE REPORT ON CONFIRMED CONVENTIONS/MEETINGS AND FORECASTED COMMUNITY EFFECT FOR 1989 BE APPROVED, RECEIVED FOR INFORMATION AND FORWARDED TO THE BOARD OF DIRECTORS

HAMILTON CONVENTION CENTRE COMMITTEE
REGULAR MEETING

November 24, 1989

THAT THE REPORT ON THE HAMILTON CONVENTION CENTRE SALES OBJECTIVES FOR 1989 BE APPROVED, RECEIVED FOR INFORMATION AND FORWARDED TO THE BOARD OF DIRECTORS

THAT THE REPORT ON BUSINESS/BOOKINGS FOR THE PERIOD TO OCTOBER 31, 1989 BE APPROVED, RECEIVED FOR INFORMATION AND FORWARDED TO THE BOARD OF DIRECTORS

THAT THE SIX-MONTH DEFINITE/TENTATIVE BOOKINGS REPORT FOR THE MONTH OF OCTOBER 1989 BE APPROVED, RECEIVED FOR INFORMATION AND FORWARDED TO THE BOARD OF DIRECTORS

THAT THE FINANCIAL AND STATISTICAL INFORMATION REPORTS ON EVENTS FOR THE TEN MONTH PERIOD TO OCTOBER 31, 1989 BE APPROVED AND RECEIVED FOR INFORMATION

THAT THE MONTHLY OVERVIEW FOR OCTOBER 1989, LOST BUSINESS/CANCELLATION REPORTS FOR OCTOBER 1989 AND THE MONTHLY EVENT REVENUE REPORT FOR OCTOBER 1989 ALL BE RECEIVED FOR INFORMATION

THAT -

- 1) THE EXISTING CONTRACT WITH PINKERTONS OF CANADA LTD. BE EXTENDED TO JANUARY 31, 1990 and
- 2) BARNES SECURITY SERVICES (1987) LTD. BE AWARDED THE SECURITY SERVICES CONTRACT COMMENCING FEBRUARY 1, 1990 FOR A TWO-YEAR PERIOD WITH AN OPTION IN FAVOUR OF HECFI TO RENEW FOR AN ADDITIONAL TWELVE MONTH PERIOD

THAT A REPORT FROM MR. VINCE GUGLIELMO, SALES EXECUTIVE, ON HIS ATTENDANCE AT A PROFESSIONAL SELLING SKILLS SEMINAR HELD IN TORONTO NOVEMBER 6-8, 1989 BE APPROVED AND FORWARDED TO THE BOARD OF DIRECTORS FOR INFORMATION

4. Minutes of previous meeting

It was MOVED by Mr. Tidball, seconded by Mrs. Dow -

THAT THE MINUTES OF THE REGULAR MEETING OF OCTOBER 27, 1989 BE ADOPTED AS CIRCULATED TO THE MEMBERS

MOTION CARRIED

5. Matters Arising from previous meeting - Follow-up

5.1. Wall of Conventions

The Operations Manager confirmed that this matter was receiving attention.

November 24, 1989

placement
furniture

5.2. Replacement of Furniture

The Operations Manager drew the committee's attention to the brochures provided for the meeting and said that management was still recommending the blue-upholstered chair, which was available with an oak base and flat-topped arms. The colour, he stated in reply to Alderman Gallagher, would have to be decided at a later date - the chair provided as a sample just happened to be blue.

The Operations Manager also confirmed that he had been in touch with Business Interiors, who were also providing information.

Alderman Gallagher mentioned that the City Property Maintenance Department could be asked to deal with clean-ups etc., but the Operations Manager stated that we use our own Maintenance Department for many of our own projects.

placement of
glass doors at
summers Lane

The Chairman pointed out that while he was concerned about the appearance of the furniture in the foyer area, he was more concerned himself about the draughty conditions under which staff had to work; new doors were much more important than furniture. Mrs. Dow agreed that priorities dictated that the doors should receive attention before the new furniture. The Operations Manager stated he had been hoping to have the new doors discussed at this meeting with a report from C.U.P. on the savings the new doors would make possible; information on other available doors would also be available very soon. He also pointed out that the doors already seen would cost \$25,000 rather than the \$15,000 budgeted. Alderman Drury suggested that the matter should be taken directly to the Board at its next meeting and the Operations Manager agreed to have the information ready for the next meeting of the HECFI Executive Committee.

Operations
Manager

Mr. Tidball pointed out that the recommendation was for approval to tender on the replacement furniture, and he MOVED that the recommendation be approved, but Mrs. Dow said she would still like to see other samples. Alderman Gallagher said the Board's idea had been to brighten up the lobby, but the Chairman agreed with Mrs. Dow and wanted to see other samples, as he did not particularly like the ones already presented.

There was no seconder to Mr. Tidball's motion, and he asked if there would be any more samples. Alderman Gallagher made an alternative MOTION that the matter be tabled until the next

HAMILTON CONVENTION CENTRE COMMITTEE
REGULAR MEETING

November 24, 1989

meeting, when he hoped to see samples actually in the lobby area and Mrs. Dow seconded the motion -

THAT THE REPLACEMENT OF THE FURNITURE IN THE LOBBY AREA BE TABLED UNTIL THE NEXT REGULARLY SCHEDULED MEETING OF THE COMMITTEE

MOTION CARRIED

Secretary

Alderman Gallagher mentioned the possibility of obtaining funding from an Energy Efficient Program at the City whereby the project could be funded outside the HECFI budget and the Director, Finance/Administration, was requested to check with Mr. Mike Watson of the Real Estate Department, who was the person in charge of the program.

5.3. Replacement of Information Desk

Alderman Gallagher suggested that ways should be found to refurbish the present furniture - perhaps covering with fabric which would match the chairs - which could result in an expenditure of only \$1,000 instead of the \$15,000 budgeted. He MOVED that the matter also be tabled until the next meeting and Mrs. Dow seconded the motion -

THAT THE REPLACEMENT OF THE INFORMATION DESK BE TABLED UNTIL THE NEXT REGULARLY SCHEDULED MEETING OF THE COMMITTEE

MOTION CARRIED

Secretary

6. Report on the Centre for the month of October 1989

The Operations Manager presented his report as follows:-

"The month of October was another excellent month in which we exceeded our revenue budget by 10%. Revenue for the month was \$385,858 which compares favourably to the budget of \$350,000. The total revenue for the year to date is \$2,937,713, which is 29.6% over budget and higher than the revenue budget of \$2,912,000 for the year.

"Future sales for October were \$353,424, slightly below our objective of \$361,000 and well above the sales of \$322,530 in October 1988. Sales for the ten-month period are \$3,204,428, remaining slightly below our objective of \$3,251,000.

HAMILTON CONVENTION CENTRE COMMITTEE
REGULAR MEETING

November 24, 1989

	<u>No. of Persons attended</u>	<u>Revenue generated</u>
<u>Conventions</u>		
Canadian Society of Chemical Engineering	600	\$43,136
International Joint Commissioners	500	20,027
ShawWare Inc.	250	17,730
American Foundrymen Society	280	14,268
Canadian Round Dance Festival	280	9,555
United Co-operatives of Ontario	350	11,205

Banquets

Football Hall of Fame Induction Dinner	720	16,658
Engineering Week - Luncheon	700	11,490
Dofasco Quarter Century Club	1150	35,505
Hamilton-Wentworth Area Municipal Employees Quarter Century Club	600	16,813
Niagara Church House	700	24,320
Board of Education for the City of Hamilton Quarter Century Dinner	581	10,805
Hamilton Gallery of Distinction	520	14,223

Others

Womans World '89	9000	25,524
Greater Hamilton Business Expo (Oct/Nov)	1500	10,094

"Mr. David Jenkins was the successful candidate for the position of Maintenance Assistant. We are pleased Dave has joined our organization, as he has held a similar position with the Sheraton Hamilton for four years and brings with him the experience of the hospitality industry."

It was MOVED by Mr. Tidball, seconded by Mrs. Dow -

THAT THE REPORT OF THE OPERATIONS MANAGER ON THE CENTRE FOR THE MONTH OF OCTOBER 1989 BE APPROVED AND FORWARDED TO THE BOARD OF DIRECTORS FOR INFORMATION

MOTION CARRIED

Secretary

7. Correspondence Items

It was MOVED by Mr. Tidball, seconded by Alderman Drury -

November 24, 1989

THAT THE ITEMS OF CORRESPONDENCE BE APPROVED AND FORWARDED TO
THE BOARD OF DIRECTORS FOR INFORMATION

MOTION CARRIED

Secretary

8. Client Evaluations

It was MOVED by Mrs. Dow, seconded by Mr. Tidball -

THAT THE CLIENT EVALUATIONS BE RECEIVED FOR INFORMATION

MOTION CARRIED

It was noted that ShawWare had now been lost to the Centre, ostensibly because it was now too big for our facility, and Alderman Gallagher asked whether an attempt had been made to transfer the event to Copps Coliseum, but the Operations Manager pointed out that the real problem was the Sheraton Hotel, which simply did not have enough rooms.

9. Unaudited Operating Results for the Ten-month period to
October 31, 1989

The Director, Finance/Administration, presented his report on the Centre as follows:-

"The Convention Centre realized for the month of October and the ten month period ended October 31, 1989 budgetary surpluses of approximately \$61,028 and \$504,846, respectively.

"The budgetary surplus of \$61,028 for the month arose primarily due to:

- (i) revenue exceeding budget for the month by \$35,858 or 10.2%
- (ii) food and beverage margins in excess of that budgeted for the month
- (iii) savings realized from the vacancy in the position of Director of Hamilton Convention Centre
- (iv) a reduction in year-to-date insurance premiums from that originally budgeted for the year

"The budgetary surplus of \$504,846 for the ten month period ended October 31, 1989 arose as a result of expenditures being controlled while revenue for the period exceeded budget by \$670,713 or 29.6%."

November 24, 1989

The Director, Finance/Administration, pointed out that the budgetary surplus increase was helping HECFI overall, and was an improvement over two months ago.

Discussion took place regarding the possible reduction of the municipal contribution, and Alderman Gallagher pointed out that concern was felt at the City regarding the three HECFI facilities. Another point that was raised was the charging back of services performed by one facility for another - this is the practice at City Hall, but there is always the option, for example, of using an outside printer for special services. The Director pointed out however, that part of the reason for the size of the Regional Finance Department was the volume of charge-backs it dealt with between departments.

It was MOVED by Mr. Tidball, seconded by Mrs. Dow -

THAT THE UNAUDITED OPERATING RESULTS FOR THE TEN MONTH PERIOD TO OCTOBER 31, 1989 BE APPROVED AND FORWARDED TO THE BOARD OF DIRECTORS

MOTION CARRIED

Secretary

nfo. items

10. Information Items

Marketing
Services Rept.

10.1. Marketing Services Report

Discussion took place on the report of the Marketing Services Department, particularly regarding expenditures which assisted various users of Hamilton Place. The Chairman was concerned mostly about the Bach Elgar debt and wondered why Marketing Services needed to be so concerned to assist them and other organizations. The Board Chairman explained that the Director, Finance/Administration and the Managing Director were working together on that aspect of the Marketing Services department. Mr. Tidball was also concerned that certain organizations, when they did get money, used it to pay other people rather than HECFI. He felt that many take advantage of HECFI in this way.

One suggestion made was that the whole Bach Elgar choir, or sections of it, could be made use of by entertaining the people attending conventions etc. - they could have as much as eight months' notice - and thus make more in revenue. Mrs. Dow said she thought this was already being done by the Sales Department and the Operations Manager confirmed that all three facilities are promoted by our staff. Alderman Drury was of the opinion that with sufficient notice, popular artistes could be booked to coincide with Convention Centre events.

HAMILTON CONVENTION CENTRE COMMITTEE
REGULAR MEETING

November 24, 1989

It was directed that the response received in respect of the ads by Olynyk, King and Duda be ascertained, and that the committee be informed of the costs of the advertisements.

It was MOVED by Alderman Drury, seconded by Mrs. Dow -

THAT THE MARKETING SERVICES REPORT BE RECEIVED FOR INFORMATION

MOTION CARRIED

10.2. Loose Lay Carpeting - Chedoke Hall

It was MOVED by Mr. Tidball, seconded by Mrs. Dow -

THAT THE REPORT OF THE OPERATIONS MANAGER CONFIRMING THAT ARRANGEMENTS HAD NOW BEEN MADE FOR THE SERGING OF THE LOOSE LAY CARPET IN CHEDOKO HALL BE APPROVED AND RECEIVED FOR INFORMATION

MOTION CARRIED

11. Date of next meeting

It was MOVED by Mrs. Dow, seconded by Alderman Gallagher -

THAT THE MEETING SCHEDULED TO TAKE PLACE ON FRIDAY, DECEMBER 22, 1989 BE CANCELLED AND THAT THE NEXT MEETING WOULD BE ARRANGED TO TAKE PLACE IN JANUARY OF NEXT YEAR

MOTION CARRIED

12. Adjournment

It was MOVED by Mrs. Dow, seconded by Mr. Tidball -

THAT THE MEETING BE ADJOURNED AT 10:15 HOURS

MOTION CARRIED

Taken as read and approved,

B. Goddard
B. Goddard
Secretary

Norman Levitt, Chairman
Hamilton Convention Centre Committee



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